

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	D12/Traffic Operations / Operations North & South	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Transportation Engineer (Civil), Traffic Operations	912-351-3135-037	06/25/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the Transportation Engineer (Civil) performs a wide variety of transportation work involving civil and traffic engineering, operations, and transportation planning in the Operations Branch. District pedestrian and bike safety and operational expert. Participates on project development teams, reviews project documents and plans, provides comments on capital improvement projects, conducts operational and safety analyses, develop PIP, ramp metering support, and evaluates encroachment permits (local development and/or intergovernmental). Collects and analyzes traffic data from field counts and various information systems. Assesses occupancy and classification counts and assists with Headquarters (HQ) Coordinator or other functional units in District 12 in preparing the traffic reports.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity, Employee Excellence - Equity, Innovation, Pride, Stewardship)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Conducts traffic operational investigations and provides recommendations for traffic operations improvement projects. Prepares sign installation and maintenance work orders and develops Project Initiation Proposals (PIPs) based on recommendations. Performs preliminary geometric design and provides quantity estimates. Conducts Engineering and Traffic Surveys. Performs field and office evaluations of appropriate signing, striping, pavement delineation, channelization, and geometrics. Collects traffic data including Annual Average Daily Traffic (AADT), Average Daily Traffic (ADT), vehicle, pedestrian, and bicycle volume counts, turning movements, Caltrans Performance Measuring System (PeMS), travel time, VMT (vehicle miles traveled) data, Managed Lanes data, and other pertinent data needed to perform investigations using Caltrans' PeMS and Streetlight platforms to support operational investigations. Works with HCS (Highway Capacity Software), Synchro, and Vissim software. Conducts traffic surveillance and prepares traffic investigation reports. Examines and comments on encroachment permit applications impacting state rights-of-way. Participates in the development of Transportation Systems Management and Operations (TSMO) program and collaborates with HQ, functional units, and external partners to implement TSMO Strategies. Evaluates rights-of-way, excess land, and outdoor advertising issues. Contributes and/or serves as member of District Sign Coordinator, Managed Lanes program, Weigh In Motion, and Miovision.
25%	E	Prepares operational analyses and Transportation Management Plans (TMPs) for capital projects. Reviews, participates, and contributes to all phases of capital improvement projects to ensure timely and best-value project delivery. Prepares specifications, cost estimates, reports, correspondence, and notes for traffic operational projects. Participates in project development team meetings and meetings with local agencies. Assists with the development of Project Initiation Reports (PIRs), reviews preliminary geometric design, and assists with advance planning studies. Monitors the Project Resource and Scheduling Management (PRSM) database and other sources for resources and develops Work Breakdown Structure (WBS) for capital projects. Acts as resource manager for the division.
20%	E	Responds to Public Information Office inquiries from the public, elected officials, and other State and local agencies and recommends appropriate course of action. Conducts Intergovernmental Reviews (IGR) of local development projects and reviews local agency traffic operation analyses. Provides inputs to Asset Management, Performance Monitoring, State Highway Operation and Protection Program (SHOPP) programming, and strategic management goal attainment for Complete Streets, Americans with Disabilities Act (ADA) Infrastructure, and Active Transportation. Provide information and assistance to Legal Division regarding issues related to traffic operations engineering. Assists the legal division in tort liability discovery, declarations, field reviews, deposition, and trials. Gather pertinent data and work with attorneys on causation and corrective measures.
10%	E	As the Traffic Operations Division's ADA subject matter expert supports the division's units with their ADA investigations and Project Initiation Proposals (PIPs) when improvements are recommended to resolve ADA grievances and upgrade facilities to ADA standards. Assists in the monitoring of and addressing asset health of ADA facilities.
10%	M	Provides Branch Chief with assistance on day-to-day administration of work assignments and capital project planning. Assists with maintaining projects and division files by scanning, filing documents, and making copies. Attends and participates in pedestrian, bike, and ADA training and continuing education for the most updated and current guidance and policies. Completes all mandated and job-required training by due date.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent does not supervise. May occasionally act as lead engineer or act in the absence of the Branch Chief.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must:

- Possess knowledge and understanding of the fundamentals of traffic engineering.
- Possess thorough knowledge of the applications and use of the Highway Capacity Manual, Highway Design Manual, CA MUTCD (Manual of Uniform Traffic Control Devices), Traffic Safety Systems Guidance, Transportation Management Plan Guidelines, California Manual for Setting Speed limits, Highway Safety Improvement Program Guidelines, Transportation System Improvement Program Guidelines, and the Institute of Transportation Engineers publications.
- Able to analyze the effectiveness of traffic control plans and traffic control systems; evaluates traffic volumes and travel trends; determines appropriate windows for construction, maintenance, and permit work.
- Able to perform accurate engineering calculations; uses logical analysis and exercises good judgment when recommending appropriate action.
- Able to work under pressure, maintain focus and intensity; remain positive and persistent even under adverse conditions.
- Able to proficiently communicate information and concepts in English both orally and in writing.
- Able to work in the office and remotely proficiently with personal computers and network information systems, Microsoft Office, computer-aided drafting (i.e., AutoCAD, Microstation), and various traffic engineering (i.e., Synchro, VISSIM, Paramics, SIDRA, etc.) software applications.
- Able to analyze field data, draw conclusions, implement traffic safety improvements and prepare written reports.
- Able to develop and maintain a tracking database of tasks.
- Able to perform accurate mathematical calculations and check the accuracy of own work and others'.
- Able to read, write, edit, develop, review, comprehend and interpret standard plans and specifications, special provisions, contract change orders, and encroachment permits.
- Follows Caltrans Code Of Safe Practices and maintains alertness to the changes in the work environment either day or night.
- Able to travel for training and meetings

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible to obtain, plot, chart, analyze and evaluate traffic data accurately. Provides reports on recommendations for improvements and investigations that can affect traffic operations, safety, project delivery, department programs, objectives, and policies. Works independently, organizes, prioritizes and exercises initiative in carrying out assigned duties in a timely manner. Makes decisions regarding traffic control modification to reduce congestion and to enhance safety elements of the transportation system.

Errors in analysis or judgment could impact traffic operations or compromising the public safety, result in litigation and/or a poor public perception of the Department, its management, and employees.

PUBLIC AND INTERNAL CONTACTS

Incumbent must maintain an effective, cooperative, and professional working relationship with Department staff, partners, local agencies, consultant staff, and the public at large. Incumbent may have contact with Public Information Office, California Highway Patrol (and local police enforcement agencies), District Director and Deputy Directors, and Department Headquarters personnel regarding road conditions and project development. Incumbent is expected to represent Traffic Operations in various meetings with other agencies, transportation partners, elected officials, public meetings, stakeholders, Regional Transportation Planning Agencies, County Transportation Commissions, and the public outside of normal office hours as needed. Acts as liaison between Caltrans and external parties to ensure that requests are addressed within reasonable time.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to work at a workstation or desk within a shared office space; sit for long periods of time in a vehicle to observe/monitor traffic patterns while using a computer. Work effectively under pressure; maintain focus and intensity; remain positive and persistent even under adverse conditions. Able to work full time between the hours of 6:30 a.m. and 5:30 p.m. from Monday through Friday. Willing to modify work schedule at the beginning or end times to meet workload needs. Travel off-site, away from office, to conduct field investigations, take measurements, and conduct traffic counts.

Travel (which may involve travel and overnight lodging) to Caltrans' Headquarters and other Districts to participate in meetings and trainings.

Able to transport, lift, and carry a laptop computer, projector, equipment and electronic devices, easels and other display items that can weigh up to 30 pounds. Responsible for setting up this equipment and participating in various public meetings during the day and evening, outside of normal working hours as needed. Discuss adverse opinions with supervisor before responding to ensure satisfactory customer service and to provide consisting opinions of the Department.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial light at their base of operations and in various field office locations (maintenance stations and construction field offices). However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

The incumbent will be exposed to various work environments including outdoor traffic, sun, wind, rain, dirt, noise, uneven surfaces and extreme hot or cold during field work. Field work will take place at various times of the day or night and will require work under a variety of lighting and environmental conditions.

Incumbent may travel overnight and outside of District Office. Possession of a valid California Driver's License is required when operating State-owned and leased vehicles. If operating a vehicle, must do so in a safe, responsible, and respectful manner, and on a variety of road types and surfaces including rough, steep, narrow, rocky, sandy remote roads, and under a variety of weather.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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