

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 12 / Traffic Safety North	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 912-355-3135-009	REVISION DATE 05/20/2026

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 variety of transportation work involving civil and traffic safety engineering, operations, and transportation planning within the Safety and Operations Branch. Incumbent conducts safety evaluations; reviews project development reports, plans, and construction activities; and coordinates with other functional units to implement safety improvements. The incumbent participates on project development teams; provides technical input on capital improvement projects; performs safety and operational analyses and investigations; and initiates safety projects.

Travel overnight and outside of District Office including field work as needed.
Valid California Driver's License is required when operating State owned and leased vehicles.

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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Integrity, People First, Stewardship)
- 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, Integrity, Pride)
- 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- 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, Pride)
- 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- 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, Pride)
- 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)

TYPICAL DUTIES:

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

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30%	E	Performs safety investigations of high accident concentration locations and meets performance targets for HQ monitoring programs and district initiated investigations. Investigates traffic safety problems, conducts field surveillance, prepares traffic investigation reports, and makes recommendations on traffic safety improvements. Prepares packages for proposed Statewide Highway Operations Program and Plan (SHOPP) and Minor projects, Project Initiation Proposals (PIPs), Sign Installation Orders and Maintenance Work Orders, which include traffic safety analysis, geometric design and quantity estimates. Conducts investigations for various traffic safety issues and perform field evaluations of appropriate signing, striping, pavement delineation, channelization and geometrics. Collects and analyzes collision data using the Transportation Safety and Mobility Information System (TSMIS) and documents corrective actions. Develops safety project initiation proposals within various funding programs. Identifies locations and addresses Americans with Disabilities Act (ADA) requirements for mobility improvement and safety enhancement. Provide safety Program Charging Instructions and Norms (PCIN) status reports on district production rates. Provide average annual daily traffic (AADT) and Average Daily Traffic (ADT) census data update and incorporation. Lead and conducts reviews for the Intersection Safety and Operational Assessment Process (ISOAP). Make recommendations incorporating the Safe System Approach and proven safety countermeasures.
25%	E	Prepares safety analysis for capital improvement projects. Reviews, participates, and contributes to all phases of capital improvement projects to ensure timely and best value project delivery. Contributes and/or serves as a member of the District Safety Review Committee and various Project Development Teams (PDTs). Analyzes project specific information, geometrics, and traffic collision data to help provide engineering assessment/proposals. Review and comment on Project Initiation Reports (PIRs), Project Study Reports (PSR), Project Reports (PR), and Plans, Specification and Estimate (PS&E) packages. Prepares specifications, cost estimates, reports, correspondence, and notes for traffic safety projects. Participates in internal and external meetings. Provides inputs to the Asset Management on safety performance targets, measures and inventory. Prepare Work Breakdown Structure (WBS) submittals and project work plans to secure resources for Capital Outlay Projects.
15%	E	Provide information and assistance to Legal Division regarding issues related to traffic safety 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.
15%	E	Assist in preparing Transportation Management Plan (TMP) reports, Lane Closure Charts, related Special Provisions, and TMP cost estimates. Monitor the Managed Lane system within the assigned area and provide recommendations. Observe metered on-ramps and recommend operational adjustments based on data collection, field observations, and analysis. Evaluate speed zones, Engineering and Traffic Surveys, and traffic surveillance information. Perform field evaluations of signing, striping, pavement delineation, channelization, and geometric features. Collect traffic data such as vehicle and pedestrian counts, turning movements, travel times, vehicle miles traveled (VMT) data, and other relevant information using Caltrans' Performance Measurement System (PeMS) and Streetlight platforms to support operational investigations. Review traffic impact studies and traffic analysis reports. Utilize Highway Capacity Software (HCS), Synchro, and Vissim. 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.
10%	E	Provide information and assistance to Public Information Office and responds to inquiries from the public, elected officials, and other State and local agencies and recommends appropriate course of action. Prepare correspondence to public requests and suggestions regarding improvement to the State highway system; and work with other agencies to obtain project approval and funding. Conducts Local Development Reviews (LDR), Intergovernmental Reviews (IGR), encroachment permit reviews, and provide support for safety related matters, ensuring compliance with appropriate standards, policies, and guidance.
5%	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 documents, making copies and filing paper. Completes all mandated and job-required trainings by due date.

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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. However, if called upon, the incumbent must assist with providing training for new staff including student interns and volunteers. May occasionally act as lead engineer or act in the absence of the Branch Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must:

- Possess knowledge and understanding of the fundamentals of safety and traffic engineering.
 - Possess thorough knowledge of the applications and use of the Caltrans Standard Plans, CA MUTCD (Manual of Uniform Traffic Control Devices), Traffic Safety Systems Manual (TSSM), Transportation Management Plan (TMP) Guidelines, California Manual for Setting Speed limits, Highway Capacity Manual (HCM), Highway Design Manual (HDM), Highway Safety Manual (HSM), Highway Safety Improvement Program (HSIP) 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.
 - 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.
 - 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 with transportation partners, elected officials, public meetings, stakeholders, Regional Transportation Planning Agencies and County Transportation Commissions.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 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

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that can weigh up to 25 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.

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.

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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