

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D06/Traffic /Traffic Investigations	
WORKING TITLE Transportation Engineer (Civil)	POSITION NUMBER 906-350-3135	REVISION DATE 07/09/2026

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 the Senior Transportation Engineer, Office of Traffic Investigations, the incumbent is responsible for general safety related Traffic Investigations Reports, and recommendations for changes or improvements to the state highway; scoping and initiation of traffic safety improvement projects; and general traffic safety related oversight of highway projects from design through construction. Duties include data gathering, analysis, alternative evaluation, recommendations, and review of reports compiled by an Engineer. These engineering reviews help identify areas for potential improvements. In addition, the incumbent provides safety and operational advice, and feedback to Project Development, Construction, and Maintenance as they design, construct, and maintain the projects delivered by the District.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Prosperity, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action - Collaboration, Integrity, People First, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Prepares and reviews traffic safety studies and traffic investigations reports. Prepares or reviews Intersection Safety and Operational Assessment Processes. Conducts and reviews warrants intersection controls and safety countermeasures as it pertains to safety. Conducts field reviews, analyzes traffic data, analyzes collision data and develops operational and safety recommendations. Identifies practical solutions to traffic related challenges. Contributes to initiation of traffic safety projects. Provides recommendations for signage, striping, and safety as it relates to maintenance and capital projects. Investigates Customer Service Requests and coordinates responses with the Public Information Office.
30%	E	Reviews Project Reports, and other engineering reports prepared for capital projects on the State Highway System. Reviews plans, specifications, and estimates for highway improvement projects. Attends Project Development Team, constructibility, or Safety Review Committee meetings. Is knowledgeable of and provides recommendations for State approved safety devices. Assists District Traffic Safety Engineer in providing review, recommendations, and documentation of safe systems duties.
20%	E	Review, development, and organization of signing and striping and installation orders. Writes memos and organizes files. Provides support to the Public Information Office and Legal by supplying data and records. Review updates on guidance and policy on issues related to traffic safety and operations. Conducts field assessments of construction projects, provides comments and supports safety and operational scope acceptance. Provides computer aided drafting support in development of exhibits and conceptual drawings. Develops engineering estimates as it relates to safety project initiation.
10%	E	Perform Local Development Review of local development proposals for traffic impacts to the State Highway System. Reviews encroachment permits for work being done by external parties on State highways. Analyze permittee's intent and assesses potential impact of all proposals to existing facilities and the public. Determines acceptance or rejection of proposals based on compliance with state and federal manuals and policies. Attends meetings and corresponds in multiple forms of communication with other agencies and the general public.
5%	M	Organizes network drives and maintains technical documentation project files. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Record meeting minutes, document engineering decisions and maintain project files. Prepare correspondence as necessary.

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 will not be required to supervise others. However, incumbent will be called upon to assist with training newly/newer assigned personnel or student assistants and may act as a lead person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of civil and traffic engineering principles, analytical skills, and practices as applied to the operations of highways. Must be able to perform accurate engineering calculations, logical analysis, and exercise good judgment to recommend the appropriate action. Must communicate information, both orally and in writing, proficiently. Must have proficiency with computers and ability to use various traffic engineering applications. Must analyze collected data, field situations, draw conclusions, implement traffic control strategies, and prepare reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in judgment or decision making process could result in poorly designed system, loss of needed projects, loss of time, funding and effort, additional work, exposure to tort liability and loss of credibility. Poor execution of the responsibilities will lead to incorrect development of investigations, which will result in a safety and operational problem to the traveling public.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with Caltrans staff in the District. Incumbent will have minimal contact with the public. All public inquiries will be forwarded to supervisor.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal while performing training. Additionally, visits to the field sites will be required.

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WORK ENVIRONMENT

Incumbent will generally perform assignments in a climate-controlled office under artificial lighting. Incumbent will be required to travel and conduct field reviews outdoors and may be exposed to dirt, noise, uneven surfaces and extreme heat or cold. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’s evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee’s designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Reviewed and Approved for advertising:

SUPERVISOR (signature) (print) DATE

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature) DATE