

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Elect)	OFFICE/BRANCH/SECTION District 8/ Traffic Operations/ TMC	
WORKING TITLE Traffic Management Team (TMT) Engineer	POSITION NUMBER 908-350-3609-020	REVISION DATE 09/18/2026

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 Electrical Engineer (Supervisor), the Transportation Engineer (Electrical) performs duties for the District's Traffic Management Team (TMT). Evaluates traffic incidents to determine the TMT response and ensures that necessary resources are deployed to support traffic management and incident response. Coordinates with the Transportation Management Center (TMC) to dispatch appropriate resources, including sign trucks, and assists with traffic management planning for special events. Provides engineering support to Planning, Design, and Construction for Transportation Management Systems (TMS) activities.

CORE COMPETENCIES:

As a Transportation Engineer (Elect), 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. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Integrity)
- **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 - Integrity)
- **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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Innovation, People First)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Employee Excellence - Innovation, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Performs duties for the District's Traffic Management Team (TMT). Receives incident notifications from the Transportation Management Center (TMC) and evaluates the need for a TMT response to highway incidents. Coordinates with Maintenance when incidents or events on the State Highway System require field response. Determines and ensures the appropriate deployment of TMT resources, including sign trucks and portable Changeable Message Signs (CMS). Coordinates the deployment of additional Sedan Drivers, as necessary, to support incident management and traffic operations.

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25%	E	Responds to highway incidents and ensures TMT resources are properly positioned and signs display accurate and appropriate information. Provides the TMC with timely updates on incident status and impacts to traffic conditions. Evaluates traffic volumes and assesses the impact of incidents on highway and freeway capacity. Coordinates with Caltrans Maintenance and the California Highway Patrol (CHP) regarding necessary closures. Evaluates and recommends alternate routes and other traffic management strategies to minimize congestion and maintain traffic flow.
25%	E	Provides engineering support to Planning, Design, and Construction for Transportation Management Systems (TMS). Plans and evaluates locations for future TMS field elements, including Closed-Circuit Television (CCTV) cameras, Vehicle Detection Stations (VDS), Changeable Message Signs (CMS), Highway Advisory Radio (HAR), and weather stations. Coordinates with Project Engineers in the development and review of Project Study Reports, Project Reports, plans, specifications, and other project documents for new TMS installations. Evaluates and recommends options for the temporary operation or relocation of field elements during construction activities. Provides technical guidance and assists with the inspection and acceptance of new installations. Assists with troubleshooting TMC equipment, including hardware, software, and related system issues, to support reliable TMC operations.
15%	E	Reviews planned special events and evaluates proposed traffic control measures to minimize impacts to the State Highway System. Coordinates with event organizers and other stakeholders for events such as air shows, car races, concerts, and other large-scale events to address potential traffic impacts and support effective traffic management. Monitors advertised events that may affect the State Highway System and proactively contacts event organizers, as appropriate, to coordinate traffic management needs and minimize impacts to highway operations.
5%	M	Ensures that TMS equipment configurations and security parameters are properly established, maintained, and documented. Initiates projects and reviews project initiation documents prepared by others for technical accuracy and operational requirements. Evaluates and provides technical input on new TMS equipment and technologies for potential implementation within the District.
5%	M	Represents the District at technical meetings, long-term planning activities, and litigation-related proceedings, as appropriate. Participates in meetings, committees, and other activities requiring technical expertise and District representation. Attends required training on workplace policies and procedures, as well as technical training to maintain and enhance knowledge, skills, and proficiency related to assigned job functions.

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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Understanding of traffic control systems and highway capacity.
- Knowledge of electrical principles, codes, statewide design criteria, electrical safety practices.
- Working knowledge of spreadsheets and database applications.
- Knowledge of the installation and operation of wireline and wireless communication systems.
- Knowledge of video transmission systems.
- Working knowledge of loop detection.

Must have strong written and verbal communication skills.

A valid California driver's license is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Has responsibility of conforming to departmental policy standards and other directives. Must have sound logical engineering judgment. Errors or bad judgment could result in reduced productivity, increased delay, congestion and the potential for tort liability.

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PUBLIC AND INTERNAL CONTACTS

Prepares various data for use by the District, Headquarters and other public agencies. Responds to public and local agency complaints. Meets with design consultants and highway contractors. Represents the Department of Transportation in meetings and provides liaison with public information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL REQUIREMENTS:

- Employees may be required to sit for long periods of time using a keyboard and video display terminal.
- Employees may be required to move large or cumbersome reports from one location to another.
- Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.
- Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.
- Requires occasional bending, stooping and kneeling.
- Must possess a valid California Drivers License and be able to drive long distances.
- Must be able to respond to phone calls from the TMC at all hours of the day and night.

MENTAL REQUIREMENTS:

- Must grasp the essence of new information and master new technical and business knowledge.
- Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.
- Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.
- Understand linkages between administrative competencies and mission needs.
- The workload is subject to frequent, substantial, and unexpected changes within a few months. For example, major equipment changes or modifications for several bridges may be added unexpectedly to previously planned work.

EMOTIONAL REQUIREMENTS:

- Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.
 - May have to work in highly intense situations when network failures occur and immediate resumption of services is paramount.
 - Ability to resolve emotionally charged issues reasonably and diplomatically.
 - Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.
 - Must be able to develop and maintain cooperative working relationships.
 - Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
 - Adjust rapidly to new situations warranting attention and resolution.
 - Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
 - Influences others toward a spirit of service and meaningful contributions to mission accomplished.
 - Values cultural diversity and other individual differences in the workforce.
 - Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.
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WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 am. and 6:00 pm. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel is not very frequent. Work in field will be required often in hot and cold outdoor weather.

This position may be required to telework from home in addition to office work at an assigned location. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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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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