

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION D7/Office of DTM/Transportation Management Center-Operation	
WORKING TITLE LARTMC Operator	POSITION NUMBER 907-369-3175-xxx	REVISION DATE 06/29/2026

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

GENERAL STATEMENT:

The Los Angeles Regional Transportation Management Center (LARTMC) serves as the operations focal point for maximizing traffic flow and reducing congestion. It is the hub for emergency response efforts and freeway incident management for Los Angeles and Ventura Counties.

Under the direct supervision of a Senior Transportation Engineer (Supv) and/or guidance, as required, from a Transportation Engineer (Civil), the Transportation Engineering Technician performs the following duties in the Transportation Management Center:

CORE COMPETENCIES:

As a Transportation Engineer Tech, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety - Collaboration)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - 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. (Employee Excellence - 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. (Employee Excellence - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- **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 - Collaboration, Innovation)
- **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 - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Monitor freeway Operations, performs engineering calculations and reduction of traffic data. Assist in developing and implementing traffic management plans, as it applies to incidents, construction closures, maintenance closures, and special events. This includes using and operating all Transportation Management Center (TMC) traffic control and monitoring equipment such as Changeable Message Signs (CMS), Closed Circuit Television Cameras (CCTV), California Highway Patrol (CHP) Computer Aided Dispatch (CAD), Lane Closure System (LCS), QuickMap, telephone, two-way radio and Highway Advisory Radio (HAR). Maintain and adhere to proper activity logging procedures. The task include the traffic monitoring performance of State Route 47 with the goal of reducing impacts on the traveling public and daily operations of two of the busiest container ports in the nation, Ports of Los Angeles and Long Beach.
35%	E	Monitor and review freeway flow conditions through the Advanced Transportation Management System (ATMS) and other sources to distinguish the non-recurrent traffic congestion from recurrent conditions. Evaluate the severity and the need to respond to various incidents. Support construction closures and maintenance closures by tracking their real-time status, applying the appropriate traffic management response and making the needed communications and notifications. Communicate and coordinate with the Traffic Management Team (TMT) for the evaluation of deployment and while TMT is out at the closure scene. Communicate situation status with other team members on the Operations floor including the California Highway Patrol Officers and Maintenance dispatchers. Communicate with Caltrans field units as appropriate to gather information about the real-time conditions of incidents and closures.
20%	E	Gather and compile data from Transportation Management Center (TMC) daily operations and use this data to meet the requests of other Caltrans units. This data will come from computers and systems in the Transportation Management Center. Work with Transportation Engineers in retrieving data related to TMC operations. Communicate and provide the status of field situation as prescribed by protocol to the management team.
5%	M	Collect and record data related to traffic system elements in the TMC as well as system field elements.

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
Basic knowledge of computers and common computer programs; simple engineering and mathematical calculations; English grammar and composition.

Ability to communicate clearly both orally and in writing, follow oral and written instructions, prepare written messages; perform simple engineering calculations, prepare simple graphs and charts, and work with others.

Must be able to comprehend, interpret, and analyze CHP Computer Aided Dispatch (CAD) information, two-way radio transmissions, telephone messages, lane closure information, and react to traffic status screens in order to take the prudent and appropriate action.

Must have ability to calmly prioritize and effectively handle multiple tasks/calls that may come in simultaneously.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Make timely decisions regarding traffic management schemes and the operation of traffic control devices and systems in the TMC. Errors or missing information could negatively impact the TMC operation and result in great inconvenience to the motoring public and embarrassment to the State.

PUBLIC AND INTERNAL CONTACTS
Will have contact with external public agencies, allied traffic engineering departments, media, and the public. Internal contacts include the California Highway Patrol (CHP), employees within the TMC and other offices within Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must

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be able to demonstrate emotional stability and even temperament; show willingness and initiative to take independent, appropriate action and maintain composure.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a secured climate-controlled office under artificial lighting. The Los Angeles Regional Transportation Management Center (LARTMC) is a 24/7 operations center. The position requires the incumbent to work the Swing, Night and/or weekend shift depending on operational needs. The operation may require the need to work overtime; either outside of the regularly scheduled hours or on days off.

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.

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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