

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION District 1 - Work Zone Operations	
WORKING TITLE Engineering Technician	POSITION NUMBER 901-350-3175-012	REVISION DATE 08/12/2026

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

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Engineer, the Transportation Engineering Technician will perform transportation engineering work related to collection of traffic census data, the preparation of preliminary design and contract ready plan sheets as well as assist with the Lane Closure System.

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. (Employee Excellence - 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 - 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. (Employee Excellence - Integrity, 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, Employee Excellence - Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - 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. (Employee Excellence - Collaboration, Integrity)
- **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. (Employee Excellence - Integrity, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Collect traffic census data by various methods. This includes, but not limited to, the physical placement of rubber hoses across the highway at various locations within the District. Install, upgrade, replace and remove various types of traffic counters and retrieve data as necessary. Independently assesses field problems associated with the equipment and recommends solutions. Adjust and calibrates various types of microprocessor based traffic data collection equipment in the office or field. Repairs and maintains various types of microprocessor based traffic data collection equipment in the office or field.
20%	E	Perform delineation duties using Microstation for traffic and electrical engineers while ensuring the procedures of the Plans Preparation and CADD Manual are followed.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Review, edit and approve or reject lane closures requested in the Lane Closure System (LCS). This includes reviewing the closure details for accuracy and verifying compliance with the lane closure charts in the contract specifications, encroachment permit or task order. For maintenance closures, verification that lane closure requests comply with allowable lane closures for their assigned area. Will be responsible to work with Resident Engineers, Contractors, and other Operations staff to get approval for variance in allowable lane closure hours. This responsibility includes preparing the weekly Roadway Information Bulletin for public dissemination, being the District Administrator for LCS, provide training to both internal and external users, collaboration with Headquarters and participation in the testing of LCS enhancements.
10%	E	Process traffic census data and provide to HQ as needed as part of the traffic census three-year cycle plan; including but not limited to monthly, quarterly, profile, trend, classification and ramp counts.
10%	E	Retrieve base mapping from historic files and/or project engineers and format following the uniform standards described in the Plans Preparation and CADD Manual so they ready for use on a new project.
5%	M	Performs movement counts for signal warrant analysis, and left and right turn channelization analysis. Performs counts of bicycles and pedestrians on the State highway system. The data is then processed and provided to traffic, planning or design for analysis.
5%	M	Other duties as required. This may include technical expertise in the form of inspection during construction of new count stations or replacement of existing count station 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
Incumbent should be familiar with and capable of using Microstation, Microsoft Office, the Plans Preparation Manual, the CADD Manual and design plan sheets in order to perform the duties necessary to provide delineation support to both civil and electrical engineers.

Incumbent should also be familiar with what a Traffic Census Program is and the various types of traffic counts that are collected and reported. Knowledge of electronics as applied to Model 334 controller cabinets, knowledge of various traffic data collection equipment and the various types of electronic testing equipment.

Must be able to evaluate and ascertain validity of collected traffic volumes, speeds and classifications, and analyze problems associated with traffic data collection. Must possess a valid driver's license when operating a State vehicle.

Must communicate effectively, both verbally and in writing, and work successfully with others. Demonstrated capacity for assuming increasing responsibility. Must be able to regularly work adjacent to high-speed traffic for significant periods of time, work independently and function under the Traffic Operations Code of Safe Practices.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
As a representative of Caltrans, it is imperative that the incumbent maintains a professional demeanor and is knowledgeable in Caltrans policies and procedures, mission, vision, goals and principles. Errors in decisions may result in erroneous information to the media and the public via the Roadway Information Bulletin, the Current Highway Information Network and Quickmap. Error in work could also result in construction project delays and inappropriate or unnecessary expenditure of public funds. This may reflect poorly on the Department and create a lack of credibility with the public and our partners. Communication errors or incomplete information could endanger and/or inconvenience the public, result in public concern, suits against the State, erroneous media reports, and/or negative image with the public and elected officials.

Contract plans that are incomplete or inaccurate could subject the Department to contract claims, which are costly to taxpayers. Designs that do not follow policy and guidelines could adversely affect the reputation of the District and/or the Department.

The consequences of incorrect traffic volume data could cause inaccurate calculations of the Annual Average Daily Traffic (AADT), accident rates, Traffic Indices (TI), Vehicle Miles of Travel (VMT) and erroneous conclusions in signal warrant and channelization analysis. Uncorrected mechanical or electrical failures, or lack of working equipment could adversely affect programs schedules and create additional costs.

PUBLIC AND INTERNAL CONTACTS
Frequent contact is required in person, in writing and by telephone with personnel within the Department, other agencies, private interests, political representatives and the public at large. The California Public Records Act requires that the incumbent must be

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

able to respond to inquiries and provide accurate and factual information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to lift equipment up to fifty pounds. Incumbent must be able to and perform outdoor engineering fieldwork that may require walking on steep slopes. Incumbent will be required to sit for extended periods of time operating a State vehicle. Incumbent will also be required to sit for extended periods of time working on a State computer using a keyboard and mouse (fine manipulation) and viewing a monitor display.

It is important that employee works with others in a cooperative manner. Act in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service. May be subject to and must have the ability to handle irate public in a calm manner. Must deal with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

The incumbent will be required to travel and work outdoors where exposure to traffic, noise, uneven terrain, precipitation and extremes of weather will occur. The incumbent will also be required to work in a climate-controlled office under artificial lighting.

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