STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer Tech	D2/Traffic Ops/Traffic Management Center	
WORKING TITLE	POSITION NUMBER	REVISION DATE
TMC Technician - Graveyard Shift	902-367-3175-XXXX	08/28/2026

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 the District Traffic Manager (a Senior Transportation Engineer), incumbent will monitor and analyze current traffic conditions to improve the safety and reliability of California's transportation system by providing timely and accurate information to California highway workers and road users. The TMC is a 24-hour operation, and the incumbent will be expected to make informed decisions during traffic emergencies, and on shifts occurring outside of normal business hours. The incumbent may consult with the District Traffic Manager and TMC Dispatch Supervisor for direction needed during such instances. The incumbent is expected to be familiar with the counties and routes located within the District 2 boundaries. The incumbent will primarily work the swing or graveyard shift in the Transportation Management Center (TMC), but may also be required to work other shifts and overtime to meet Department needs. Background check is required.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Monitor and analyzes traffic conditions using graphic display systems and computer terminals. Provides assistance in the development of emergency incident operational decisions and contingency plans reviewing proposed detours and permanent CMS locations and messaging. Utilizes the CHP-Computer Aided Dispatch (CAD) system, Transportation Management Center Activity Log (TMCAL) program, the Districts Closed Circuit Televisions (CCTV), Roadside Weather Information Systems (RWIS), as well as the Lane Closure System (LCS) to record actions taken to clear incidents and provide traveler information. Monitors CHP-CAD, scanners and other radios. Monitors media traffic report (TV and Radio). Maintains communications with the CHP Officer/Operator/Dispatch on Duty.
30%	E	Utilizes a variety of systems to coordinate traffic management and emergency plans, such as Changeable Message Signs, Closed Circuit TV System, and Highway Advisory Radios.
15%	E	Gathers and records traffic data and prepares reports as needed for the development of the District's Traffic Management Plans. Review, test and inspect encroachment permit work pertaining to TMS facilities. Responds to specific requests for historical traffic data as needed.
10%	M	Provide backup for other TMC staff, answer phones, use facsimile and copy machine, distribute mail, file, attend training and staff meetings.

[1]ESSENTIAL 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

This position does not supervise. Incumbent may act as lead outside of normal business hours or in case of traffic incidents.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Principles and practices of electronic and computer technology and theory; Principles and practices of telecommunications technology and theory; Principles and practices of electrical technology and theory; implementation of traffic monitoring and control systems, including communications and electronic theory and instrumentation for physical testing and research; Practical -application of Traffic Management Systems (TMS) components; Modern data network and communications systems; Effects of weather and time on electrical and electronic equipment and their operation; Solar power generation systems; Power distribution systems; Communication systems; Electrical control schematic and wiring diagrams; Engineering technology mathematics; Computers and their use; Caltrans Injury and Illness Prevention Program; Department Policies and Procedures.

Ability: Inspect the installation and operation of highway TMS components and recommend revisions; Read and understand highway plans, drawings, and field data which are related to highway TMS devices; Install, configure, test, deploy and troubleshoot TMS highway systems; Assist in the preparation of plans, cost estimates, and specifications for TMS projects; Inspect and oversee TMS installations and determine if the product meets specification requirements for functionality; Implement effective TMS maintenance procedures to meet specified system reliability requirements; Interpret all drawings, plans and specifications of any kind encountered in the work and incorporate electrical, electronic and associated drawings, plans and specifications into general design and contract documents. Analyze situations accurately and take effective action; Establish and maintain friendly and cooperative relations with those contacted in the course of the work; Communicate effectively orally and in writing; Report the status of work and the completed results; Prepare correspondence and minor reports. Must be able to effectively use a personal computer and related software.

Special Personal Characteristics: Manages time efficiently and is well organized; works well with others; commitment to do what is necessary to complete the job at hand; demonstrated commitment to continuous improvement in the Districts TMS infrastructure; commitment to being available for after hours TMC support and other activities via use of personal communication devices such as home or cellular phone; customer focus.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee moral and affect the ability of Cal trans to deliver its work program on schedule.

PUBLIC AND INTERNAL CONTACTS

Contact with the public will be primarily through phone and written contact and requires a professional manner. This position also requires extensive contact within the District and North Region, including Project Development, Program Management, Advanced Planning, Construction, Permits, and Maintenance. Plan reviews will require contact with local agencies and consultants. Contact with Headquarters Traffic will be required on regular basis.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time; Sustain mental activity needed for data analysis, problem solving, researching, analysis and reasoning, and participating in meetings; Engage in extensive field work, lifting up to 70 pounds, occasionally driving for long periods and routine exposure to severe winter and summer weather; Will be required to sit for extended periods of time at a desk in the TMC during winter storms; Develop and maintain cooperative working relationships.

WORK ENVIRONMENT

At their base of operations, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors routinely and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold. Incumbent will be required to engage in field work during severe winter weather that routinely requires hiking over snow and manually removing accumulated snow from the work area.

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

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