STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D7/Division of Transporation Safety & Operations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Area Engineer	907-355-3161-XXXX	04/28/2026

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

GENERAL STATEMENT:

Under the general direction of a Supervising Transportation Engineer (Office Chief), the Senior Transportation Engineer is responsible for supervising and approving the preparation of all sign/job orders for the replacement of damaged signs, special signs (memorial and supplemental destination signs), new signs, and pavement markings proposed by engineers in the Division of Transportation Safety & Operations as the result of traffic investigations in the District, as well as facilitating with HQ on the CA MUTCD interpretation and updates. Coordinate with Government and Legislative Affairs to respond to signage-related concerns raised by state and local elected officials. Coordinate with Maintenance Special Crews regarding sign requests, deliveries and installation. Leads team of District Traffic Safety Systems Coordinators (DTSSC) to provide guidance in application of standards and policies for installation and upgrade of traffic safety systems on State highways. Leads the Division of Transportation Safety & Operations efforts to provide support and assistance to the Legal Division and to the affected District and Headquarters Divisions in defending the State in claims and tort liability cases. In consultation and coordination with other Division Offices, responds to California Public Records Act (CPRA) requests for Traffic Accident Surveillance and Analysis System (TASAS)/ Transportation Safety and Mobility Information System (TSMIS) information and Speed Zone Surveys that may be requested by Legal Division, External Affairs, or others. Provides operational oversight for the TASAS unit.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

Occasional travel may be required. A driver's license is required to operate state owned vehicles.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, 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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action - Equity, Innovation)
- **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, Employee Excellence - Equity, 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, Climate Action - Equity, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Employee Excellence - Equity, Innovation, 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. (Employee Excellence - Integrity, 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 - Equity, Innovation, Integrity, Pride, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Leads team of staff engineers in the preparation and processing of sign orders for replacement of damaged signs, special signs (memorial and supplemental destination signs), and new signs proposed by engineers as the result of traffic investigations, in maintaining the sign library by developing a master digital database and inventory of all signs within the District. Approves sign/installation orders (special signs including memorial signs) in Adobe Acrobat Sign for final approval by Deputy Director of Transportation Safety and Operations. Approves documents in CGI Advantage for submission to Headquarters procurement to issue purchase orders. Provides consultation to internal (Office of Transportation Safety and other offices and divisions in the District) & external partners (local agencies, consultants, etc.). Coordinates with Government and Legislative Affairs on sign issues related to state and local elected officials. Coordinates with Maintenance Special Crews regarding sign requests, deliveries and installation.
30%	E	Leads team of District Traffic Safety Systems Coordinators (DTSSC) to provide guidance in application of standards and policies for installation and upgrade of traffic safety systems on State highways. Oversees coordination with Design engineers on system selection, guidance to Construction engineers during project implementation, and recommendations to Maintenance for the replacement or upgrade of damaged traffic safety systems. Provides technical guidance and review in support of project delivery efforts. As the District Traffic Safety Engineer (DTSE), the DTSE ensures compliance with traffic safety systems policies. In cases where an exception is requested, upon consultation with DTSSCs and Headquarters Traffic Safety System experts, the DTSE either approves exceptions that require only district approval or recommends to Headquarters those exceptions that require Headquarters approval.
10%	E	Leads the Division of Transportation Safety & Operations efforts to provide support and assistance to the Legal Division and to the affected District and Headquarters Divisions in defending the State in claims and tort liability cases. Assists in the collection and compilation of engineering documents and information related to tort cases or potential litigations. Provides technical assistance to Transportation Engineers in Transportation Safety Offices. Manages and coordinates staff responses, in consultation with other Division Offices, to California Public Records Act (CPRA) requests for TASAS/TSMIS data and Speed Zone Surveys requested by the Legal Division, External Affairs, or other entities.
10%	E	Oversees unit workload to ensure staff productivity and effective use of resources. Establishes, communicates, assesses, and evaluates job performance standards and expectations in accordance with applicable policies and procedures. Clearly communicates expectations, required knowledge, skills, and competencies to staff. Develops strategies and techniques for employee development and training. Prepares annual individual development plans, competency and performance objective plans, training plans, and career development plans. Implements a succession plan as needed. Manages the unit's budget and resources including reviewing allocations and expenditures, completing monthly production reporting, ensuring proper charging practices, and taking corrective action as necessary.

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5%	E	Provides supervisory oversight of staff responsible for TASAS/TSMIS data operations in District 7, including processing TASAS/TSMIS data requests, extracting and maintaining collision data, preparing required quarterly and annual safety reports, updating and validating TASAS/TSMIS and Highway Database information, reviewing post mile and accident rate calculations, and supporting traffic investigations, project studies, and Legal Division needs. Ensures data accuracy, consistency, timeliness, and compliance with departmental standards.
5%	E	Identifies the need for research related to signs and safety devices. Ensures that research findings and industry best practices are implemented in a manner consistent with statewide guidelines. Trains staff from other units on signing and safety devices. Supports Headquarters Divisions in reviewing and refining signage and safety policies, as well as new program development, to promote compliance and innovation. Identifies training needs and supports training development to enable policy and program transitions and effective project delivery.

[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
Supervises a multi-disciplinary team consisting of Transportation Engineers (Civil), engineering technicians, and research data analysts. May provide supervision over student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of the basic principles of traffic engineering, Caltrans Transportation Safety and Operations Program policies, procedures &
programs, the basic principles of Caltrans System Management philosophy and integrated corridor management concepts and strategies.

Must have the ability to analyze and resolve problems and be able to adopt an effective course of action to highly technical and political sensitive issues.

Must have the ability to plan and direct the work of others; evaluate work quality and performance; prepare technical correspondence and complete comprehensive reports; analyze situations accurately and adopt and effective course of action; communicate effectively.

The ability to travel to and work at sites throughout Los Angeles and Ventura Counties is required as well as participation in meetings and trainings throughout the State.

This position requires interpretation of engineering data acquired from various sources. The incumbent must be capable of recognizing potential problems and providing solutions to eliminate/reduce safety problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The STE must use sound professional judgment throughout the decision-making process. Decisions not properly made or coordinated with District Management, Headquarters, other Districts and various partners (local/regional agencies) could result in a delay of project's delivery resulting in a loss of funding, increased congestion and potential litigation.

PUBLIC AND INTERNAL CONTACTS
Participation in meetings and interaction within Caltrans, and/or with federal, state, regional and local agencies, the private sector, elected officials and the public, concerning the scope and content of the transportation programs and specific projects and programs within assigned corridors. May speak in public on transportation matters pertaining to Departmental projects, programs & issues related to traffic system performance and safety. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical requirements include the ability to use a personal computer/workstation; ability to sit or stand for prolonged periods of time; travel to work sites away from the office; perform field work on uneven surfaces and in rugged areas that are near freeways and highways and will be required to wear appropriate personal protective equipment.

Mental Requirements include the ability to sustain mental activity necessary for report writing, problem solving, analysis and reasoning when it comes to judgment that relates to public safety, emergencies and traffic safety. Must have the ability to

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multitask, adapt to changes in priorities, and complete tasks or projects on time. May be required to work beyond normal work hours. Must grasp the essence of new information and master new technical and business knowledge.

Emotional requirements include the ability to use professional insight into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture which encourages others to provide the quality of service, essential to high performance. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT
While at their base of operation, employees will work in a climate-controlled office under artificial lighting; the building temperature may fluctuate. May be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

This position may be eligible for partial telework. The amount of telework is at the discretion of the Department and based on Caltran'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 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

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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