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 Transportation Safety & Operations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Area Engineer	907-355-3161-004	

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 the Area Engineer responsible for all day-to-day transportation safety-related activities and performance on assigned routes in Los Angeles and Ventura Counties. The Area Engineer is responsible for leading a team in proactively identifying and implementing new technologies, innovations, best practices, while supporting the development and establishment of new programs, guidelines, and policies to eliminate fatalities, serious injuries, and equity-based disparities in road safety outcomes. The incumbent will be responsible for the implementation and incorporation of the Safe System Approach in accordance with daily activities, including projects and initiatives. Services rendered by the TSM will focus on the implementation of strategies which align with high priority focus areas including speed management, roadway departure, intersections, and vulnerable (active transportation) users.

The Area Engineer provides input into the formulation of transportation safety-related policy development and implementation. The incumbent is responsible for carrying out all aspects of road safety activities in conjunction with other Offices and Divisions within the District, Headquarters, as well as external transportation entities and industry stakeholders to achieve strategic goals that embrace improved performance of transportation system while ensuring safety of travelers and highway workers.

Possession of a valid certificate of registration as a civil engineer issued by 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 - 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
25%	E	Plans, directs, implements, and monitors various safety programs to meet the Department Strategic Plan and policies. Through the application of the Safe System Approach (SSA), the Area Engineer leads in the application of the four pillars of traffic safety by leveraging proven practices, accelerating the adoption and implementation of advanced technology, integrating equity in underserved and vulnerable communities, and align all road safety work and initiatives with the SSA principles (Death / Serious Injury is Unacceptable, Responsibility is Shared, Humans Make Mistakes, Safety is Proactive and Reactive, Humans are Vulnerable, Redundancy is Crucial), while prioritizing the elimination of fatalities, serious injuries and race-, age-, ability-, and mode-based disparity outcomes on the state highway system (SHS). Provide technical direction, guidance, and support to staff engineers to fully implement and utilize the Department's Safety Programs through timely completion of HQ and District initiated safety investigations and strategic implementation of identified countermeasures, including determination of project eligibility of for State Highway Operations and Protection Program (SHOPP), development of workplans for inclusion of safety enhancements into highway maintenance pavement, bridge and safety projects, inclusion of improvements into Capital Outlay Support (COS) projects and, where applicable, development of maintenance work orders. Employ the Highway Safety Improvement Program (HSIP) Guidelines and Highway Safety Manual (HSM), amongst others, to enhance performance-based decision making. Related safety programs include, but are not limited to, Engineering & Traffic Surveys and Traffic Safety Devices. Manage workload in the Transportation Safety and Mobility Information System (TSMIS) to meet performance targets related to the elimination of backlog safety investigations. Report target progress on a regular basis to the Office Chief, Safety Program Advisor, and Chief Safety Officer as needed.
20%	E	Lead and direct staff engineers to review and support the development of capital and safety improvement projects. This includes preparing Project Initiation Documents (PID), reviewing Plans, Specifications & Estimates (PS&E), performing traffic safety analyses, collecting traffic data, preparing traffic reports, and safety screenings for roadway rehabilitation projects. Provide support for Positive Work Zone Protection, specific to permanent and temporary traffic safety systems guidance. Perform safety reviews and act as consultant for safety-related issues to the Division of Construction. Analyze SHOPP safety performance measures for inclusion into Asset Management Tool. Utilize annual Highway Safety Improvement Program (HSIP) Report and asset management, including established asset inventory and life cycle analysis to improve the health of District transportation safety assets such as traffic control and traffic safety devices.
20%	E	Provide technical direction, guidance and support towards the development of existing and new plans including, but not limited, to the following: Road Safety Action Plans, District Traffic Safety Action Plan, and Annual Work Plans. Identifies and incorporates proven safety countermeasures which align with outcomes reflected in existing and new road safety policies, the Department's Strategic Plan & Transportation Plan, California Strategic Highway Safety Plan, and the California State Transportation Agency's Climate Action Plan. Represent the Department in community engagement and proactive audits to improve safety investigations and outcomes. Participates in Road Safety Audits to examine safety performance related to new or existing projects. Lead and direct staff engineers to evaluate, operate and monitor the day-to-day system activities and elements which span safety investigations, traffic calming measures, intersection safety assessment, performance monitoring and performance reporting for assigned corridors, including freeway mainline, ramps, conventional highways and intersections. Builds and maintains strong collaborative relationships with enforcement agencies such as California Highway Patrol (CHP) to effectively respond to traffic safety challenges.

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20%	E	Manage unit workload to ensure staff are productive. Establishes, communicates, assesses, and evaluates job performance standards and expectations according to policies and procedures, and effectively communicate to staff the expectations, knowledge, skills, and competencies required. 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. Manage the budget and resources of the unit. This includes reviewing allocations and expenditures, monthly production reporting in accordance with Traffic Operations Management Information System (TOMIS) guidelines, ensuring proper charging practices, and taking corrective action as necessary.
10%	E	Prepare responses to related inquiries and participates in various department activities related to transportation safety responsibilities. Effectively facilitates internal and external coordination, represents the Department in partnership with local, state, and federal agencies, industry representatives, special interest groups, the Legislature, and the general public. Builds and sustains partnerships with various agencies and departments as needed to successfully implement corridor and district-wide activities. Responds to and investigates complaints from public officials, citizens, and other state and local agencies; prepares correspondence. Provides input on proposed legislation and other policy documents requiring Departmental review. Attends public forums and meets with local agencies on a regular basis and with citizens, as needed, to explain and/or resolve concerns. Provide legal support associated with, but not limited, to tort cases. Represent the Department in depositions and court testimony as person most knowledgeable. Responds to requests in accordance with the California Public Records Act (CPRA) including, but not limited to, traffic safety data, reports, and documents.
5%	E	Lead and direct staff engineers in documentation review of Local Development Review (LDR). This includes Traffic Impact Studies, Environmental documents, and other documents as required by the California Environmental Quality Act (CEQA). Assist the Division of Planning to determine appropriate mitigation for significant impacts on State facilities. Identify needs for related research, Intelligent Transportation Systems, technology transfer and deployment of best practices. Ensure that research results and industry best practices are implemented consistent with the statewide guidelines. Identify funding strategies and ensures all approval documents including information technology feasibility studies are completed timely and efficiently.

[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 Engineer, Civil and engineering technicians. May provide supervision over student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of the basic principles of traffic engineering, Caltrans Transportation Safety 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.

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.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Area Engineer 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 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 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.

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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

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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