

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION ENGINEER, CALTRANS	D7/Division of Operations/Office of Traffic Eng-North	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Corridor Manager	907-351-3161-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Principal Transportation Engineer-System Management & Performance or the District Traffic Manager-Division of Traffic Operations, the incumbent serves as the Corridor Manager (CM) responsible for day-to-day Transportation Systems Management and Operations (TSMO) activities and overall performance for the assigned corridor(s). The incumbent is responsible for all aspects of planning for operations, system management and safety of one or more corridors that expand across the Los Angeles metropolitan area and Ventura Counties. The TSM&O products and services delivered under the custody of CM include safety and mobility improvements, congestion reduction strategies, coordinated, integrated multi-modal system management techniques and best practices to yield optimized transportation system throughput and reliable travel times for travelers, commercial vehicle operators, bicyclists and pedestrians.

The CM provides input to formulation of traffic operations-related policy development and implementation. The incumbent is responsible for carrying out all aspects of TSMO activities in conjunction with District Divisions, other Traffic Operations Offices, corporate Divisions/Programs, other districts, external transportation entities and industry stakeholders to achieve Caltrans and District strategic goals that embrace improved performance of the transportation system while ensuring safety of travelers and highway workers.

Must Possess a valid certificate of registration as a civil engineer issued by the California board of Registration for Professional Engineers.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
25% E	<p>The Corridor Manager plans, directs, implements and monitors the various programs and activities of transportation safety improvement, facility operations and Transportation System Management & Operations (TMSO) to meet the District Traffic Operations Program's strategic goals.</p> <p>In coordination with others, the CM develops Corridor planning documents which incorporate strategic plans, transportation management system business/master plans and clearly identify the performance goals for each corridor. Develops planning for operations concepts and work plans to ensure that each project within assigned corridor(s) is planned to deliver the expected performance outcome. The CM identifies and incorporates integrated corridor management strategies and concepts for the corridor(s); develops and implements system management strategies such as Active Traffic Management and supporting technologies; performs active traffic management and corridor management concept development; integrates system management and operations products, services and needs with planning processes including Caltrans system planning suite of products.</p> <p>In conjunction with others, the CM will lead the implementation of Connected Corridor programs or other Integrate Corridor Management efforts as opportunities arise. The CM will utilize Corridor Management principles and modeling tools, corridor/system monitoring techniques and performance dashboard together with management decision support systems to continually evaluate and improve system performance.</p> <p>Responsible for ensuring that the TSMO related program production, and performance targets for each corridor is achieved. Reports progress on meeting these targets on regular basis to the</p>

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System Management Principal/ District Traffic Manager, Deputy District Director for Traffic Operations, the District Director, and the Chief Deputy as needed.

The CM leads and directs staff engineers to perform data collection and analysis of the freeway system, in support of the Department's Mobility Performance Report (MPR), and in response to various requests for congestion and operations related requests. This includes collecting data from PeMS and other sources, and conducting field investigations as needed.

20% E Lead and direct staff engineers to review and support the development of capital projects, safety & operational improvement projects. This includes preparing Project Initiation Documents (PID), reviewing PS&E, performing traffic analyses, collecting traffic data, and preparing traffic reports in support of project documents such as Environmental Impact documents and Project Reports.

Analyzes SHOPP performance measures for traffic operations projects, identifies proposed projects for funding, utilizes annual Highway Safety Improvement Program (HSIP) Report and asset management, including inventorying assets and life cycle analysis to improve the health of District traffic assets including traffic control devices, traffic management system devices, and traffic safety devices. Employs Photolog, Caltrans Google Earth, Geographic Information Systems (GIS) tools, automated collision diagrams, Traffic Accident Surveillance and Analysis System (TASAS) and Strategic Highway Safety Plan (SHSP) to produce Corridor Plans to monitor, analyze and identify locations and conduct traffic investigations and corridor improvements.

Assures that system management and safety needs of corridor(s) are integrated into the District and Caltrans plans, programs and financial documents, specifically for the Interregional Transportation Improvement Program (ITIP), State Transportation Improvement Program (STIP), and all elements of the State Highway Operations Protection Plan and Program (SHOPP). Coordinates with internal and external partners to integrate system management and safety concepts into regional plans and programs, system and corridor construction, operations and maintenance. Works closely as a team with the Division of Transportation Planning on all aspects of system and operations planning and programming, comprehensive corridor plans and freight planning.

20% E Supervise, manage, and train staff. Provide direction in administering policy and following guidelines such as Workplace Violence, Sexual Harassment, & Equal Employment Opportunity. Monitor job performance of employees and conduct annual evaluations at a minimum through use of the Individual Development Plan (IDP) and employee Expectations memos. Manage unit workload to ensure staff are productive. Assess skills and needs of the unit to perform their jobs, including training and tools, and develop training plan for the unit.

Manage the budget and resources of the unit. This includes reviewing allocations and expenditures; reporting production through various tools such as TIRTS and monthly TOMIS report; updating the Earned Value Management (EVM) tool on a monthly basis; ensuring proper charging practices; taking corrective action as necessary to manage the unit's resources.

20% E Provide technical direction and guidance and support to ensure full implementation and utilization of the Department's Safety Programs, such as Median Barrier, 2-3 Lane, and Wrong-Way Monitoring; Run Off Road, and CURE Programs. This includes, but is not limited to, speed zone studies, permit reviews, Transportation Management Plan (TMP) reviews, and traffic consultation to other offices. Perform safety reviews and act as consultant for safety-related issues to the Division of Construction.

Develops proactive and preventive safety strategies to reduce the number of collisions resulting in fatalities and major injuries on a corridor-wide basis to mitigate traffic volume increases and planned developments. Responsible for assuring that safety is fully addressed in system and regional planning guidance and corridor studies and that appropriate roadway improvements are implemented before collision concentrations require more complex and costly solutions.

Leads and direct staff engineers to evaluate, operate and monitor the day-to-day system activities

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and elements that span operational investigations, safety investigations, ramp metering operations, signal operations, managed lane applications, highway operations, traffic management, and performance monitoring and performance reporting in the Corridor, including freeway mainline, ramps, conventional highways and intersections. Builds and maintains strong partnering relationship with the California Highway Patrol (CHP) to effectively respond and clear highway incidents as well as managing real-time roadway operations.

10% E Prepares responses to related inquiries and participates in various department activities related but incidental to essential TSMO responsibilities. Facilitates effective/proactive internal and external coordination, represents the District and Caltrans in contacts with local, state and federal agencies, industry representatives, special interest groups, the Legislature and the general public as it relates to sensitive or complex TSMO issues related. Builds and sustains partnerships with various agencies and departments as needed to successfully implement Corridor Management activities.

Respond to and investigates complaints from public officials, citizens, and other state and local agencies; prepare correspondence. Provide on input on proposed legislation and other policy documents requiring Departmental review. Attend town hall meetings; meet with local agencies on a regular basis; meet with citizens to explain and/or resolve concerns regarding the safety and operations of the State Highway system.

Provide legal reviews for the Legal section Division; attend depositions; provide court testimony as expert witness or as person most knowledgeable.

5% E Lead and direct staff engineers in the review of Local Development projects. This includes Traffic Impact Studies, Environmental documents, and other documents as required by the California Environmental Quality Act (CEQA). Assist Division of Planning's Intergovernmental Review (IGR) Unit in negotiating mitigation of significant impacts to State facilities. Update headquarters IGR log.

Identifies needs for related research, Intelligent Transportation Systems, technology transfer and deployment of best practices. Ensures that research results and industry best practices are implemented consistent with the statewide guidelines. Identifies funding strategies and ensures all approval documents including information technology feasibility studies are completed timely and efficiently.

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

Supervises a multi-disciplinary team of Transportation Engineer Civil and Transportation Engineer Electrical. May provide indirect supervision over temporary help staff and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Must have knowledge of the basic principles of traffic engineering, Caltrans Traffic 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.

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- 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of the Department's Safety Program. Decisions not properly made or coordinated with 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. Additionally, it would impact the District's ability to meet the goals of improving mobility and safety of the State system and to effectively move people, goods and services with a minimum of congestion and delay.

PUBLIC AND INTERNAL CONTACTS

Participation in meetings and interaction 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 in the corridor/s. Occasionally speaks in public on transportation matters pertaining to Departmental projects, programs & issues related to traffic system performance and safety.

Frequent contact and close coordination with the other offices within the Division of Operations and with the Division of Construction, Design, Maintenance and Legal, to provide and/or obtain relevant information to assist in making proper and sound decisions. Intermittent contact with local agencies such as cities and counties; private sector parties such as consultants, community groups, private citizens. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have ability to work on a keyboard and stand or sit for a long period of time; must have the ability to focus for long period of time; must have the ability to travel to work sites away from the office.

Must be able to develop and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time.

Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

May be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

May be required to travel and work out doors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

May be required to travel in-state and possibly out-of-state

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their position long enough to develop some expertise before transferring.

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.)