

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

|   |                       |                |
|---|-----------------------|----------------|
| CLASSIFICATION TITLE                                  | OFFICE/BRANCH/SECTION |                |
| Senior Transportation Engineer (Specialist), Caltrans | D5 Traffic Operations |                |
| WORKING TITLE   | POSITION NUMBER       | EFFECTIVE DATE |
| MAIT & Traffic Safety Specialist                      | 905-351-3161-XXX      |                |

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the general direction of the Deputy District Director for Maintenance & Operations, the incumbent serves as the Traffic Safety Specialist and member of the California Highway Patrol (CHP) Multidisciplinary Accident Investigation Team (MAIT). The Traffic Safety and MAIT Specialist is responsible for providing expertise in highway engineering and traffic operations to assist in the investigation of serious traffic accidents or critical incidents, and receives specific direction from the CHP sergeant in charge of MAIT.

Possession of a valid California PE license is required.

**TYPICAL DUTIES:**

| Percentage                              |   | Job Description   |
|---|---|---|
| Essential (E)/Marginal (M) <sup>1</sup> |   |   |
| 35%                                     | E | Provides accident reconstruction support to MAIT, and conducts in-depth investigations of severe and complicated traffic accidents and critical incidents. Collects and compiles relevant roadway and traffic data, provides investigation expertise on incidents, and is the liaison to the District Traffic Safety Program.   |
| 30%                                     | E | Prepares Traffic Investigative Reports, including conducting, reviewing, and documenting traffic investigations. Prepares and reviews the "highway" section of the accident and incident reports, and may assist with other sections of the report according to the CHP/Caltrans Joint Operation Policy (JOP). Identifies potential safety and/or operational deficiencies on the state highway system and recommend improvements where applicable and warranted. Gathers data, conducts investigations, and performs field reviews. Analyzes collision data and traffic counts. Prepares memos, letters, Table B reports, TSAR reports, charts, graphs, collision diagrams and spreadsheets.   |
| 15%                                     | E | Initiates District 05 Traffic Operations Division projects and calculates traffic safety indexes. Performs field reviews on a district-wide basis for proposed projects as necessary during the scoping process. Ensures that EA/PI's for projects are initiated in a timely manner. Submits proposed projects to HQ's Office of Performance Monitoring for their review and approval. Reviews and monitors traffic safety projects for preparation and adherence to Traffic Department's recommended safety improvements for the projects. Monitors project costs to ensure that they do not exceed the HQ's approved cost per the traffic safety index calculation, and works with HQ for approval of cost increases and scope revisions. |
| 10%                                     | E | Provides legal support and legal responses, including interrogatories, depositions, and informed witness testimonies to Caltrans Legal Division regarding traffic-related matters. Investigates and responds to Legal Division's Remedial Action memorandums.   |
| 10%                                     | M | Coordinates with the CHP and allied agencies to provide training on subjects related to accident investigation and traffic reports.   |

<sup>1</sup>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**

None. May serve as the District Representative and project team leader to assigned projects.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

- Knowledge of traffic engineering principles and their application to design, construction and maintenance processes.

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- Ability to make specific, definitive, and defensible decisions regarding traffic operations/ safety applications.
  - Experience with computer applications for traffic analysis procedures and database management, spreadsheets, word processing, and file manipulation.
- Ability to research and apply technologies related to accident reconstruction issues.
- Ability to analyze complex problems, anticipate local agency and public concerns, and recommend appropriate courses of action.
  - Ability to effectively coordinate, negotiate, and communicate orally and in writing.
- Ability to make effective oral presentations, and prepare professional correspondence and thorough reports..
- Proven ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners to meet the needs of the community and traveling public.
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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent must to be able to anticipate problems and identify issues that may affect traffic investigations. Decisions must be made on matters regarding the general fields of highway and traffic engineering. Specifically, these decisions involve a wide range of measures to correct operating and safety deficiencies on state highways. Failure to implement sound and reasonable engineering decisions may affect traffic safety, traffic delay, project cost, and tort liability.

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### **PUBLIC AND INTERNAL CONTACTS**

Daily contact with the public, contractors, engineers and architects, Caltrans and local agency staff, and law enforcement agencies is common. Employee must have the ability to clearly communicate technical data both verbally and in written format. Acts as a liaison between CHP and Caltrans personnel and is responsible for contacts with allied agencies. Required to testify in court to the content of MAIT reports and expertise.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Due to the graphic nature traffic accidents and critical incidents, which will include fatalities and severe injuries, the incumbent must possess a strong mental disposition. Must respond to active scenes 24 hours a day, seven days a week. Incumbent is required to survey both active and old scenes and will be required to stand and walk for an extended period of time.

#### **Additionally:**

The incumbent may be required to sit or stand for periods of time using a personal computer and attend meetings.

- The incumbent may be required to move large or heavy files and displays from one location to another.
  - The incumbent may be required to travel to attend meetings, both day and evenings.
  - Must be able to develop and maintain cooperative working relationships.
  - Must have the ability to focus and concentrate for long periods of time.
  - Must quickly grasp new information and comprehend technical policy and procedural documents.
  - Must have the ability to work under pressure to multi-task and adapt to changes in priorities and to complete tasks with short notice.
  - Must be able to adapt to unexpected changes in work situations
  - Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining calm and diplomatic attitude.
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### **WORK ENVIRONMENT**

The incumbent will be assigned a State vehicle, which may be equipped with a Global Positioning System (GPS), to conduct official State business. While performing MAIT investigation activities, the incumbent will work at the CHP MAIT team's location, which is away from the District office. While performing other duties, the incumbent will be housed at the District office with adjustable modular furniture under artificial lighting. Working hours are variable, typically set sometime between 7:00 a.m. and 5:00 p.m with core hours between 9:00 a.m. and 4:00 p.m.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE