

CALIFORNIA DEPARTMENT OF TRANSPORTATION
Division of Traffic Operations
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Senior Transportation Engineer (Supervisory)	DISTRICT/DIVISION/OFFICE 51/ Traffic Operations/Traffic Management	
WORKING TITLE Chief, Traffic Demand Management Branch	POSITION NUMBER 913-350-3161-xxx	EFFECTIVE

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, 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 Chief, Office of Traffic Management, this position oversees Caltrans' statewide Ramp Meter and the Park-and-Ride (P&R) Facility programs and serves as the Division of Traffic Operations Program's technical representative for these programs. This position also serves as the function manager for both the Ramp Meter and P&R programs. Lastly, this position has supervisory and administrative responsibilities of employees supporting other programs including Ramp Metering, Lane Closure Management, Managed Lanes, Traveler Information, Freeway Service Patrol, and Incident Management.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

35% (E)	Develops, maintains, and implements statewide system management plans, policies and guidelines for the planning, design and operation of Ramp Meters and P&R facilities by working with other Programs, district staff, consultants, local agencies, and the Federal Highway Administration (FHWA) in the application of engineering principles that have proven to be successful as well as resolving nonstandard or unique situations that can arise in the development of these types of facilities. Supervises employees supporting other programs; such as, Ramp Metering, Incident Management, Lane Closure Management, Managed Lanes, Incident Management, and Traveler Information.
20% (E)	Collaborates with engineers, planners, university professors, and others representatives in Caltrans' programs and districts regarding the details of specific Ramp Meter and P&R projects. Reviews assignments prepared by subordinates and provides feedback.
10% (E)	Prepares correspondence, issue papers, fact sheets, decision documents, special reports, presentations and provides recommendations to Caltrans management regarding Ramp Meter and P&R facilities.
10% (M)	Prepares reponses to public and political inquiries as well as analysis of legislative proposals as they are introduced or amended by the Legislature.
10% (E)	Coordinates and collaborates with district functional managers throughout the state to develop, analyze, and adjust the workload standards, production monitoring and performance reporting for Ramp Meter and P&R program related activities.

5% (E)	Manages consultant contracts for research, performance and evaluation studies, and project feasibility studies.
5% (E)	Represents the Traffic Operations Program and the Department on committees, task forces and other matters relative to Ramp Meter and P&R issues. Coordinates with other functional managers for Intelligent Transportation System elements in Headquarters to ensure the needs of the Ramp Meter program are met.
5 % (E)	Recommends Ramp Meter and P&R projects for funding. Prepares and updates long-range Ramp Meter and P&R resource needs along with financial projections. Coordinates with districts and various Headquarters functional areas to resolve other program related issues that arise.

SUPERVISION EXERCISED OVER OTHERS

Directly responsible for the work of the Traffic Demand Management Branch, which consists of three Transportation Engineers (Civil) – Range D and two Transportation Engineer (Civil) – Range C, one Transportation Electrical Engineer (Civil), and a Transportation Planner. At times, one to three students provide support to the branch. This position contains complex technical duties that must be effectively balanced with supervisory duties.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge and understanding of transportation and its importance to the economic social vitality of the cities and State. Ramp Meter and P&R programs potentially have significant impacts on congestion and motorist delay in the urban areas of California.
- Knowledge and skills involved with traffic engineering and traffic operations.
- Knowledge and familiarity with departmental policy, planning reporting, developing and maintaining workload standards, and production monitoring.
- The ability to coordinate effectively with employees and management at all levels.
- The ability to communicate effectively, with those inside and outside the Department, with good oral and written skills.
- The ability to make sound engineering judgment is a prerequisite to making effective decisions in the Traffic Demand Management Branch.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Senior Transportation Engineer is responsible for the day-to-day program decisions and actions. Since Ramp Meter and P&R programs are still evolving under constant study and scrutiny, poor decisions can lead to ineffective programs with negative public and political reactions.

PUBLIC AND INTERNAL CONTACTS

This position has daily contact with Headquarters and District Caltrans staff. There is frequent contact with the public seeking information regarding ramp meters and park-and-ride facilities, departmental policy, and program operations and funding issues. External contacts include the FHWA, the California Highway Patrol (CHP), and other State of California agencies, as well as local and regional transportation planning agencies and commissions.

