

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Senior Transportation Engineer, CT	District 2 - Traffic Management	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Chief, Traffic Management Office	902-351-3161-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 direction of the Deputy District Director, Maintenance and Operations Division, the incumbent will perform supervisory, District Traffic Manager (DTM) and District Transportation Management Plan (TMP) Manager duties including but not limited to the following:

**TYPICAL DUTIES:**

Percentages  
Essential (E)/ Marginal (M)<sup>1</sup>      Job Description

- 50% (E) Perform and/or supervise staff responsible for the following activities:  
Operation and management for the Traffic Management Center (TMC). The TMC is responsible for monitoring, evaluating, and managing rural highway and freeway system operations, minimizing delay caused by non-recurrent congestion and providing timely and accurate in-route traveler information via activation of District's Highway Advisory Radio (HAR), Changeable Message Signs (CMS), closed circuit televisions (CCTV), the District internet TMC alert banner and other Transportation Management Systems (TMS). Management of the Traffic Management Team (TMT).
- 20% (E) Preparation and development of Transportation Management Plans (TMP's) for Capital Construction, Maintenance, and Encroachment Permit projects. Manage all planned lane closures, using statewide Lane Closure System (LCS), insuring compliance with TMP requirements.
- 15% (E) Management and operation of the District's radio room/dispatch center. Dispatching includes the transmitting, receiving, documenting, and coordination of information from and to Caltrans field personnel and other local and State agencies.
- 15% (E) Management of the District Census Program to meet Caltrans and Federal traffic count requirements, and provide accurate count data.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

District supervision of engineers, administrators, dispatcher clerks, and technicians engaged in transportation management activities.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of the following:

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

Knowledge of:

Transportation engineering, traffic safety, traffic operations, traffic control, and TMC devices and their application. TMC deployment, District programs and functional organization, principles and techniques of personnel and budget management.

Ability to:

Lay out work for others and direct them in their work, prepared effective strategic plans, evaluate situations and take effective action based upon accurate understanding of Departmental policies and procedures. Make effective presentation, prepare correspondence, and reports.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Traffic Management Office is responsible for the safe, expeditious movement of traffic, providing external coordination on traffic management issues, and providing effective public information. Errors in poor decisions could adversely affect the public and other agencies, and result in the inefficient use of taxpayer's money, including increased travel delay to potentially hazardous traffic conditions or life threatening, confusion of the motorist and potential liability to the State.

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### PUBLIC AND INTERNAL CONTACTS

Contact with the public will be primarily through phone and written contact and requires a professional manner. This position also requires extensive contact within the District and North Region, including Project Development, Program Management, Advanced Planning, Construction, Permits, and Maintenance. Plan reviews will require contact with local agencies and consultants. Contact with Headquarters Traffic will be required on regular basis.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships.

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### WORK ENVIRONMENT

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While at their base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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

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