

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Civil (Supervision)	District 7 Operations/Office of District Traffic Manager	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Engineer, Civil	907-369-3135-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 a Supervising Transportation Engineer, the incumbent serves as the single focal point of a geographical area for the development, implementation, and modification of Transportation Management Plans related to construction projects on the State Highway system in the District. A Transportation Management Plan (TMP) attempts to reduce significant construction-related traffic delays and provide a safe environment for the work force and motoring public by utilizing traditional and innovative traffic mitigation strategies.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Develop a conceptual TMP with cost estimates at the Project Initiation Document (Project Study Report, Project Scope & Summary Report, Project Report) stage for Capital Outlay projects. Review and approve TMP developed by others.
40% E	Prepares detailed TMP at the project Plans, Specifications and Estimates (P.S.&E.) stage and reviews the final P.S.&E. package.
10% E	Provides consultation to engineers at the project construction stage and traffic management support in the field during planned road closures. Participates in the implementation, monitoring and modification of a TMP during project construction and prepares an Evaluation Report upon completion of project.
5% E	Represents the Department in oral presentations to local agencies and communities on the elements and strategies of a TMP for specific projects.
5% E	Participates on special studies related to traffic management strategies. Participates as an active member of the Project Development Team and Value Engineering Analysis team. Updates the District's Project Management System (P-3 working model) on a monthly basis.

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

Incumbent will supervise 6-12 engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Incumbent must have current registration as a Civil Engineer and a valid State of California Driver's License.
- Knowledge of basic traffic engineering principles including traffic management, traffic safety, traffic flow theory and analysis, traffic handling techniques and practical applications of traffic control devices.
- Ability to interact and communicate effectively in written and oral forms with people in diverse functions within and outside the Department; train, develop and direct staff; review the technical aspects of transportation projects with emphasis on stage construction and traffic detours.
- Perform the full range of analysis necessary for developing, implementing, monitoring modifying and evaluating the TMP. Must analyze complex traffic operation situations, analyze traffic data and provide specific traffic handling solutions. The incumbent must be able to resolve highly technical and/or politically sensitive problems.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety and/or result in tort liability for the Department. Inaccurate, delayed or incomplete Contract Plans and estimates may result in added costs due to higher bid estimates or changes and affect the Department's programs, projects and credibility. Errors in engineering evaluations and judgments could result in adverse impacts to freeway traffic, including increased traffic delay on the highway system and negative publicity to the Department.

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer represents the Department in presentations, court appearances, meetings with the public and private engineering and planning groups in relation to the application, planning, design and operation of transportation management activities. The incumbent has continual contact with staff from within the Department, various public and private agencies and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Ability to travel to work sites away from the office, to move around on uneven surfaces in rugged areas that are near freeways and highways. Employee may be required to sit for long periods of time using a computer keyboard and video display terminal.

Mental Requirements: Sustained mental activity will be needed for report writing, problem solving, analysis and reasoning when it comes to judgement that relates to public safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time.

Emotional Requirements: Ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

While at the base of operation, employee works in a secured, climate-controlled office under artificial light. Employee may be required to work outdoors, during nights and outside normal work hours and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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.)

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