

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer, Caltrans	OFFICE/BRANCH/SECTION Traffic Operations	
WORKING TITLE Senior TE	POSITION NUMBER 908-350-3161-XXX	EFFECTIVE DATE

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 supervision of the Deputy District Director of Traffic Operations, serves as the Chairperson of the District Safety Review Committee and the District Safety Systems Coordinator. Possession of a valid California Driver's License is desirable.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
80% E	As the Chairperson of the District Safety Review Committee, ensure that safety reviews are completed at the specified stages of the project development process. Identify issues relative to the safety and operations of the State Highway System. Coordinate and consult with Surveillance Seniors in Operations to get their input when reviewing projects. Coordinate with the Design Senior during the planning/design phase of a project. Ensure that the Safety Review Committee members receive copies of engineering reports, plans, specifications, or any other documentation needed for the particular review. Document the Safety Review Committee's recommendations during the various stages of project development and construction. Prepare the draft memo containing the Safety Review Committee's recommendations to Design or Construction on behalf of the Deputy District Director of Design. Ensure that the signed memo is forwarded to the appropriate functional Senior. Coordinate with the functional units to ensure that all of the committee's recommendations have been addressed. Coordinate with the Deputy District Director of Traffic Operations regarding issues that require executive management decisions. Follow up on the implementation of the Safety Review Committee's recommendations. Coordinate with the Project Manager to ensure that all comments/recommendations and actions are placed on file. Maintain a database of all projects to ensure that safety reviews at various stages of the project are completed. Keep close contact with various functional units and Project Managers to pro-actively plan upcoming safety reviews. Schedule Safety Review Committee meetings and field reviews including arranging transportation for field reviews.
20% E	Serve as the District Safety Systems Coordinator providing advice to design engineers, construction engineers, permit engineers, maintenance staff and consultants in the use of appropriate safety devices on the State Highway System. Communicate with headquarters Safety System Coordinator to keep current with the latest approved safety devices. Coordinate with Surveillance Seniors in the Division to upgrade existing safety devices when necessary. Prepare and maintain a database of the Safety System Inventory in the District. Teach Traffic Safety Systems training.

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

None

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of civil and traffic engineering principles. Requires analytical skills and practices as applied to the operations of freeways. Must be able to perform accurate engineering calculations, logistical analysis and exercise good judgement in order to recommend the appropriate action. A working knowledge of traffic engineering, highway traffic characteristics, highway capacity and level of service is required. Good working knowledge and proficiency with computers is required and should be able to use various traffic engineering applications. Must analyze collected data, field situations, draw conclusions, implement traffic control strategies, prepare reports.

Ability to plan and direct the work of others: analyze situations and adopt an effective course of action; communicate effectively orally and in writing; effectively contribute to the Department's equal opportunity objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Has significant responsibility to obtain, plot, chart, analyze and evaluate traffic data. Recommendations for improvements through reports and investigations will affect traffic operations, department programs objective and policy. Errors in analysis or judgement could result in increased traffic congestion, and/or compromised public safety, and litigation.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with Caltrans staff. May have some contact with local agencies, public, headquarters, and other state agencies. May occasionally represent Caltrans in meetings with other agencies or the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Ability to travel occasionally to work sites up to an entire day away from the office, to move around on uneven surfaces in rugged areas that are near freeways and highway. Employee may be required to sit for a long period of time using a keyboard and video display terminal. Employee may be required to move large or cumbersome reports from one location to another. Requires occasional bending, stooping and climbing.

Mental Requirements: Sustained mental activity needed for report writing, problem solving, analyzing 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 with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Emotional Requirements: The unit requires interaction with many people. It is important that you work with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. You must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to adjust rapidly to new situations warranting attention and resolution. Value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at the base of operations, you will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee is required to travel to work sites related to the job. Overtime may be required and vacation may be restricted during peak times.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

SUPERVISOR (Signature)	DATE
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