

# CALIFORNIA DEPARTMENT OF TRANSPORTATION

## POSITION DUTY STATEMENT

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Senior Transportation Engineer	Operations / 10-380 / Traffic Safety	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Traffic Safety Branch Chief	910-380-3161-020	August 28, 2013

**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:**

This position is under general direction of the Deputy District Director of the District 10 Maintenance and Operations Division, a CEA 1, CT, who will provide general administrative guidance, and policy determinations and resolution of problems. The incumbent performs supervisory engineering technical work related to traffic safety functions and does other work as required. Possession of a current Professional Engineers License to practice Civil Engineering in the State of California is necessary. Regular attendance is required.

**TYPICAL DUTIES:**

- 20% E Provide supervision, review and approval of all HT-65 Traffic Investigations for Table C and Wet Table C Accident locations and special requested locations in district 10. As part of each HT-65 investigation the incumbent must review all recommendations for the potential to reduce the severity and number of accidents at each location. The incumbent must review and approve the initiation of any traffic safety improvements which are recommended in these investigations including draft correspondence and Conceptual Reports. The incumbent must also coordinate with the Headquarters Traffic Safety Improvement Program all scope or cost change in Minor A of SHOPP traffic safety projects.
  
- 20% E Provide supervision of Traffic Safety Engineering support and technical assistance to Central Region Division of Design for District 10 including Safety Reviews as prescribed under Section 110.8 of the Caltrans Highway Design Manual, Current Edition, all Safety Analyses as prescribed in the Safety Analysis Section of Part 2-20 of the Caltrans Project Development Procedures Manual, Current Edition and all other routine project reviews. The incumbent is responsible for providing Traffic Safety Engineering consultation services to the Central Region Division of Design, Construction, Right of Way and Project Management for all District 10 related issues. This task includes reviews of all design reports, specifications and plans submitted by the Central Region for Traffic Safety Review and attendance of any necessary project development meetings.
  
- 15% E Provide supervision of the preparation of Project Reports, Plans, Special Provisions and Cost Estimates for Minor B Projects initiated under the Safety Improvements Program. This includes supervision of District Office Engineer document preparation.
  
- 15% E Provide supervision of the daily tasks for the Speed Zone Investigations function including survey preparation, local agency coordination and correspondence, and field work.
  
- 15% E Provide supervision of the daily tasks for the Suggested Routes to School Investigations function including local agency coordination and correspondence, and field work.

- 5% E Provide supervision of the daily tasks for the Traffic Sign Log function including maintenance of sign log and other sign and delineation records; checking and recording maintenance installation orders and reviewing construction contracts for sign ordering and log changes.
- 5% E The incumbent will provide service to the District and Headquarters legal offices and serve as an expert witness for any legal requests that result from their traffic engineering duties.
- 5% E The incumbent is responsible for maintaining a high standard of quality and quantity of traffic engineering work and professional behavior. The incumbent is to keep track of their work assignments, set their own work priorities and finish all of their assigned work in a timely manner. The incumbent is further responsible for ensuring that all of their assigned staff members are aware of their work assignments and are meeting the requirements of their positions. The incumbent is responsible for informing their supervisor of any requests or problems that they identify in the course of their duties or of any deadlines that cannot be met. The incumbent is required to schedule and conduct in all of the Traffic Safety Branch's quarterly safety meetings.

### **SUPERVISION EXERCISED OVER OTHERS**

The incumbent will directly supervise a staff composed of Transportation Engineers, Transportation Engineering Technicians and Caltrans Administrators. The incumbent may be called upon to act as the Deputy District Director of the District 10 Maintenance and Operations Division periodically.

### **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must possess knowledge of Traffic Engineering and Civil Engineering Principles; Mathematics and Geometry; Computer applications; the Federal Highway Administration's Manual of Uniform Traffic Control Devices, 2003 Edition and the MUTCD 2003 California Supplement; the Caltrans Highway Safety Improvement Program Guidelines; the Caltrans Traffic Manual; the Caltrans Highway Design Manual; the Project Development Procedures Manual; the California Vehicle Code; the California Streets and Highways Code and local codes and regulations.

The incumbent must have the ability to make engineering judgments and calculations; express ideas, situations, plans and decisions clearly, both verbally and in writing; perform engineering studies and investigations independently or as a member of a team; organize ideas, judgments, documents, recommendations and data to assist in defending federal, state and local government agencies' policies, standards and specifications in tort liability situations; be open-minded to all possible solutions to problems; be flexible in handling the amount and type of work that is assigned to them; organize and plan own work to avoid delays.

The incumbent must have the ability to recognize and analyze the safety needs of a particular highway segment and effectively convey this information verbally, in writing and in illustration. The incumbent must be able to offer sound engineering recommendations to address the safety needs that are identified in their investigations.

The incumbent must have the ability to supervise technical and administrative staff.

The incumbent must have the ability to analyze design plans and specifications for traffic safety needs and features.

**CONSEQUENCE OF ERROR/RESPONSIBILITY OF DECISIONS**

The incumbent will serve as a resource person within District 10 for recommendations related to traffic safety issues. Engineering decisions made by this person in this area of expertise will form the basis of actions taken by other engineers.

Improper judgments and decisions made by the incumbent could result in overlooking locations that are in need of safety improvement or create situations that reduce safety. This could lead to injury or loss of life to people using the State Highway system, increase claims brought against the State and delay highway improvement projects.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have regular contact with local government agencies and the general public concerning highway safety issues. The incumbent will have frequent contact with the Headquarters Traffic Safety Program concerning reporting, new safety features and changes in existing programs among other things. The incumbent will have occasional contact with legal representatives from the State and private agencies concerning such things as litigation, legal interpretations, accident research and legal documents produced by the Traffic Safety Branch.

**WORK ENVIRONMENT**

The incumbent may work at an approved telecommute location or in a climate controlled, artificially lit office environment, however, is required to travel to work sites when needed. Telecommuting is subject to completion and approval of a Caltrans Telecommuter’s Agreement. The incumbent may be exposed to loud noise; dust; chemicals; and extreme weather conditions.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to move heavy objects; stand or sit for prolonged periods; bending; stooping, and/or kneeling. The incumbent should have problem solving, analysis and reasoning skills. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems.

**I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 DATE

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

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Debra “Sam” Haack - SUPERVISOR DATE