

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Civil (Specialist)	Office of Traffic Engineering/Traffic Control Device Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CA MUTCD and CTCDC Specialist	913-350-3161-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:

The Senior Transportation Engineer (Civil), under the direction of the Chief, Office of Traffic Engineering, a Supervising Transportation Engineer, is responsible for developing and continuously updating the California Manual on Uniform Traffic Control Devices (CA MUTCD). This position also provides liaison between the Department, the California Traffic Control Devices Committee (CTCDC), local agencies, members of the legislature and their staff, state agencies, and the public regarding engineering standards and specifications for official traffic control devices. The incumbent consults with other agencies and groups for development and continuing revisions to the California MUTCD. The incumbent provides technical advice for the uniform application of traffic control devices in California.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	<p>The incumbent performs the following on a regular basis:</p> <ul style="list-style-type: none"> • Provides consultation to Department staff, local agencies, consultants and vendors throughout the state who use the CA MUTCD. Provides consistent application statewide of federal and state standards and guidance. • Works closely with the FHWA and American Association of State Highway and Transportation Officials (AASHTO) for changes and updates to the federal MUTCD. Incorporates appropriate changes in the CA MUTCD. Advises FHWA and AASHTO on issues and practices in California for traffic control devices. • Maintains the CA MUTCD. Periodically, revises the CA MUTCD to incorporate changes in federal or state policy. Makes technical and clerical corrections as necessary. • Acts as the Departments liaison with industry and trade associations to incorporate changes in science, technology and practices for traffic control devices. • Provides leadership for transportation policy by providing state and local government agencies throughout the state with state-of-the-art application of traffic control devices, which is in substantial conformance with federal requirements and industry practices. Ensures substantial compliance with federal requirements. • Identifies, develops, demonstrates and supports deployment of innovative technological applications to optimize the operation of all modes of transportation. • Works closely with the California Traffic Control Devices Committee (CTCDC) and provides unbiased technical expertise and advice on traffic control device issues under CTCDC's consideration. • Organizes and acts as chairperson for statewide technical/advisory steering committee for development of the CA MUTCD. • Reports on the status of the CA MUTCD quarterly to the Division of Traffic Operations, District Division Chiefs meeting and CTCDC meetings
30%	E	Serves as Executive Secretary of CTCDC. Perform research and engineering studies of agenda items to be considered by the CTCDC pursuant to California Vehicle Code Section 21400. Prepare agenda for the meeting and summarize CTCDC proceedings for distribution. Determines and prepare materials necessary for conduction public hearings for the adoption of official traffic control devices for use on the state highways system.
10%	M	Provides consultation to Caltrans district staff in designing traffic control devices for state highways. Provides technical advice for the operation of streets, roads and highway facilities to preserve taxpayer investments with the state transportation system. The CA MUTCD provides the basic instructions for all California government agencies to design and implement uniform traffic

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10% M control devices. Uniform traffic control and guidance are necessary for proper operation of public roadways. Conducts statewide training on the CA MUTCD and its applicability to familiarize traffic control device practitioners in the state with the document and also to provide an opportunity for contact with the Department. Receives feedback from the end users of the CA MUTCD. This training is provided regularly on an on-going basis and is open to Caltrans, cities, counties, private consultants and vendors with locations statewide at public and private facilities. In addition, this training is also provided when major changes have been adopted for the CA MUTCD.

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

This position may provide direction to Transportation Engineers (Civil) and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

Incumbent must have knowledge of Caltrans organization, departmental policies and procedures. Also requires knowledge of highway design, traffic and construction policies, procedures, standards and other factors relating to transportation facilities. The position requires knowledge of organizational and engineering functions, both within and outside Caltrans, that pertain to design, operations, maintenance and construction of all types of transportation facilities. Based on engineering experience and expertise, must be able to exercise good judgment on matters relating to engineering issues. Must be flexible in terms of analysis and ability to judge engineering matters. Must have the ability to communicate effectively, both orally and in writing. Written skills must be exceptional, technically, in engineering terms, and non-technically, to outside interests. Oral communication skills are necessary to effectively deal with all department areas. Incumbent should be proficient with Microsoft Word, Microsoft Excel, Microsoft Powerpoint and use of the Internet. Skills with Macromedia's Freehand (or any other drawing software such as AutoCad, Microstation, etc.) and Dreamweaver are desirable. The applicant should work efficiently and have good interpersonal skills.

Incumbent must have analytical abilities to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting safety and operations. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out the assigned duties. The incumbent will routinely provide data, reports and make final recommendations on changes in policies and procedure. Failure to carry out the responsibilities could result in:

- Compromising the traveling public's health and safety.
- Litigation that could delay and/or add substantial cost to essential projects or activities.
- Loss of credibility and public confidence in Caltrans as a responsible public agency.
- Inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments.
- Collision costs that impact California's economy and traffic safety culture.

Errors may have a significant impact on the internal and external operations of the Division of Traffic Operations, as well as the Department as a whole.

PUBLIC AND INTERNAL CONTACTS

This position routinely has contacts with a large number of people in the Department, in the Districts as well as Headquarters. In addition, this position responds to questions from the public regarding the Department's traffic control devices practices. It also has continuous contact with engineers from FHWA, local agencies, other states, national experts, academia, the private sector and occasionally foreign governments.

This position requires a high level of both written and verbal communications, as the incumbent works with executives, executive teams and Department external partners.

The incumbent must exhibit tact and diplomacy when addressing an audience, and effectively communicate with the Districts, private organizations, government agencies, and transportation financing agencies at the state, federal and local levels.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Some walking may be required. Must be able to work flexible hours, sometimes staying late or arriving early to complete an important assignment.

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to make presentations, lead workshops, and serve on quality teams. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. Must deal effectively with pressure, maintain focus, and intensify yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature may fluctuate. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments. The incumbent must be willing to work outside normal working hours as needed. The incumbent is required to travel periodically within the state (federal and state offices, district offices, local agencies, etc.) to office buildings and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may be required to travel out-of-state. Vacations 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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE