

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE		OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Caltrans		District 12/Division of Operations/Traffic Engineering	
WORKING TITLE		POSITION NUMBER	EFFECTIVE DATE
Area Senior			

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 general direction of Deputy District Director of Traffic Operations and Maintenance, the Senior Transportation Engineer (Area Senior) supervises transportation engineers and/or transportation engineering technicians in the Office of Traffic Engineer Southwest and for the tasks listed under Typical Duties.

Must Possess a valid certificate of registration as a civil engineer issued by the California board of Registration for Professional Engineers.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
15% E	Supervise, manage, and train staff. Provide direction in administering policy and following guidelines such as Workplace Violence, Sexual Harassment, & Equal Employment Opportunity. Monitor job performance of employees and conduct annual evaluations at minimum through use of the Individual Development Plan (IDP) and employee Expectations memos. Manage unit workload to ensure staff are productive. Assess skills and needs of the unit to perform their jobs, including training and tools, and develop training plan for the unit. Ensures staff supports Department Goals, objectives.
15% E	Lead staff to implement and practice Corridor Management, incorporating various functions to achieve optimal corridor performance including safety, operations, project delivery support and ramp metering.
15% E	Provide technical direction and guidance and support to ensure full implementation and utilization of the Department's Safety Programs, such as the performance of various complex traffic engineering investigations of high accident concentration locations (Table C) identified by the Traffic Accident Surveillance and Analysis System (TASAS) database which will lead to appropriate course of action. This includes, but is not limited to, speed zone studies, permit reviews, Transportation Management Plan (TMP) reviews, and traffic consultation to other offices.
15% E	Lead and direct staff engineers to evaluate and monitor traffic conditions on the freeway mainline, ramps, conventional highways & intersections; conduct traffic operations analysis, and prepare reports. Lead and direct staff in the development of a list of freeway & conventional highway operational deficiencies or inefficiencies and potential improvements.
	Ensure compliance with Americans with Disabilities Act (ADA) Standards.
	Lead in the preparation of Transportation Management Plan (TMP) report, Lane Closure Charts, associated Special Provisions and TMP cost estimate.

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- Lead in the performance of the Ramp Metering and monitoring activities.
- Lead in providing input, and assistance and data to various HOV reports and studies, including the Annual report.
- 10% E Lead and direct staff engineers to review and support the development of capital projects, safety & operational improvement projects. This includes preparing Project Initiation Documents (PID), reviewing PS&E, performing traffic analysis, collecting traffic data, and preparing traffic reports in support of project documents such as Environmental Impact documents and Project Reports.
- 10% E Respond to and investigate complaints from public officials, citizens, and other state and local agencies; prepare correspondence. Attend town hall meeting; meet with local agencies on a regular basis; meet with citizens to explain and/or resolve concerns regarding the safety and operations of the State Highway system.
- 5% E Lead and direct staff engineers in the review of Local Development projects. This includes Traffic Impact Studies, Environmental documents, and other documents as required by the California Environmental Quality Act (CEQA). Assist Division of Planning's Intergovernmental Review (IGR) Unit in negotiating mitigation of significant impacts to State facilities. Update Headquarters IGR Log.
- 5% E Lead and direct staff engineers to perform data collection and analysis of the freeway system, in support of the Department's Mobility Performance Report (MPR). This includes collecting data from PeMS and other sources, and conducting field investigation as needed.
- 5% M Provide legal reviews for the Legal section Division; attend depositions; provide court testimony as expert witness or as person most knowledgeable.
- 5% M Manage the budget and resources of the unit. This includes reviewing allocations and expenditures; reporting production through various tools such as TIRTS and monthly TOMIS report; updating the Earned Value Management (EVM) tool on a monthly basis; ensuring proper charging practices; taking corrective action as necessary to manage the unit's resources.

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

Provide supervision to a squad to Transportation Engineers/Engineering Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the basic principle of physics and mathematics as applied to civil engineering, principles of traffic engineering, properties and use of engineering construction materials, methods and equipment of engineering construction, engineering economics, principles and techniques of supervision, negotiation skills and knowledge of Departmental policies.

Must have the ability to analyze and resolve problems and be able to adopt an effective course of action to highly technical and political sensitive issues.

Must have the ability to plan and direct the work of others; evaluate work quality and performance; prepare technical correspondence and complete comprehensive reports; analyze situations accurately and adopt an effective course of action; communicate effectively.

The ability to travel to and work at sites throughout Los Angeles and Ventura Counties.

This position requires interpretation of engineering data acquired from various sources. The incumbent must be capable

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of recognizing potential problems and providing solutions to eliminate/reduce safety problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer must use sound professional judgment to ensure proper decisions affecting work under his/her responsibility. Must make sound and timely decisions relating to the development and implementation of the Departments Safety Program. Decisions not properly made or coordinated with Headquarters, other Districts and various partners (local/regional agencies) could result in a delay of project's delivery resulting in a loss of funding, increased congestion and potential litigation. Additionally, it would impact the District's ability to meet the goals of improving mobility and safety of the State system and to effectively move people, goods and services with a minimum of congestion and delay.

PUBLIC AND INTERNAL CONTACTS

Frequent contact and close coordination with the other offices within the Division of Operations and with the Division of Construction, Design, Maintenance and Legal, to provide and/or obtain relevant information to assist in making proper and sound decisions. Intermittent contact with local agencies such as cities and counties; private sector parties such as consultants, community groups, private citizens. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard and stand or sit for a long period of time; must have the ability to focus for a long period of time; must have the ability to travel to work sites away from the office.

Must be able to develop and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time.

Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

May be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

May be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

While we expect and promote internal transfers within the District, for personal and professional development, we encourage staff to stay in their position long enough to develop some expertise before transferring.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE