

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

01-4-149

<b>CLASSIFICATION TITLE</b> Transportation Engineer (Civil)	<b>DISTRICT/DIVISION/OFFICE</b> Dist 1 - Traffic Safety	
<b>WORKING TITLE</b> District 1 Speed Zone Coordinator	<b>POSITION NUMBER</b> 901-350-3135-	<b>EFFECTIVE</b> 6/1/2011

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:** Under the supervision of a Senior Transportation Engineer, perform the duties of District Speed Zone Coordinator and Assistant Traffic Safety Engineer. Provide traffic information to various headquarters, district branches and the public.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M)	Job Description
60% (E)	Performs Engineering and Traffic Surveys (ET&S) for the establishment and maintenance of speed limits on state highways in District 1. ET&S shall be conducted as specified in Section 627 of the California Vehicle Code (CVC) and the California Manual of Uniform Traffic Control Devices (CA MUTCD). Establishes speed limits as prescribed in Chapter 7, Articles 1 and 2 (CVC Sections 22348 through 22413). Works with District TASAS Coordinator to keep TASAS Listing and Highway Log up-to-date.
15% (E)	Responds to concerned citizens and elected officials in person, by phone, and/or written correspondence on matters regarding speed zones in a timely, respectful and professional manner. Researches and develops written responses for the District Director, Deputy District Director of Maintenance and Operations, and the District Traffic Safety Chief. Execution of these duties is coordinated with the Traffic Safety Office Manager and the District Traffic Safety Engineer.
15% (E)	Participates on Project Development Teams, Safety Committee Reviews for projects of various SHOPP and STIP programs. Reviews and provides comments for project study reports (PSR), project reports (PR), environmental documents, and plans specifications and estimates (PS&E) packages. Advocates for traffic safety concerns within the various program guidelines. Consults with Maintenance, Project Development, and Construction regarding Traffic Safety matters.
5% (E)	Provides support to Department Legal staff in Legal Cases where the State is identified as a defendant. Provides documents prior to discovery; produces documents, interrogatories and testimony during discovery; and trial testimony.
5% (E)	Represents the Department of Transportation in a professional and respectful manner at public meetings. The forums include civic groups, public open houses, local transportation committees, Tribal Councils, City Councils, and Board of Supervisors meetings.

## **SUPERVISION EXERCISED OVER OTHERS**

The incumbent may act as lead worker to other Transportation Engineers, Transportation Engineering Technicians, Student Assistants, or rotating entry-level engineers in performance of the above tasks. The Assistant District Traffic Safety Engineer may act as the District Traffic Safety Engineer in his or her absence.

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

Must have knowledge of engineering principles related to highway design including roadway and intersection geometrics, traffic engineering principles related to signing, striping and estimating; office computer systems, including use of personal computers; the preparation of plans, specifications and estimates. Ability to prepare and maintain detailed records and reports, communicate effectively both orally and in writing, and make engineering calculations. Must act professionally and respectfully during adverse conditions and when interacting with the public and other agencies.

Required to understand and apply design engineering standards and principles and to analyze the existing highway conditions, geometrics, signing, delineation and other features to determine if improvements are necessary. The incumbent must have an understanding of the standard specifications, standard special provisions, and construction contract administration.

Knowledge of the following references is essential:

- California Vehicle Code
- California MUTCD
- California Traffic Manual
- California Highway Design Manual
- California Highway Safety Improvement Program Guidelines
- FHWA Highway Safety Manual
- FHWA Highway Capacity Manual
- AASHTO, "A Policy on Geometric Design of Highways and Streets"
- AASHTO, Roadside Design Guide
- DIB 79-03: "Design Guidance and Standards for Roadway Rehabilitation Projects"
- DIB 81-01: "Capital Preventive Maintenance (CAPM) Guidelines"
- DIB 82-04: "Pedestrian Accessibility Guidelines for Highway Projects"
- State of California Department of Transportation Standard Specifications
- State of California Department of Transportation Standard Plans

This list is not all-inclusive. Essential references will likely change as the science of Traffic Engineering improves.

## **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The decisions from this position will provide for the safe and orderly movement of traffic for all users of the existing and future District highway system. If this work is not properly done, the following consequences may ensue:

- 1) Expired or inaccurate speed zones, which is against State Law, hampers effective speed enforcement, and encourages public disrespect for the law and the Department;
- 2) Improper speed zones through communities, towns and cities, possibly resulting in unsafe and disorderly conditions and reduced traffic service;

- 3) Out-of-date speed zones which do not reflect changes in traffic and roadway conditions from physical changes such as realignment or roadside development. Such out-of-date speed zones carry the aforementioned negative effects, and also cause deterioration of relations between the Department and local entities, the driving public, and law enforcement and judicial communities.

**PUBLIC AND INTERNAL CONTACTS**

Written and oral contact is made frequently with concerned citizens, CHP, local agencies, consultant engineers, Construction, Project Development, Maintenance, and Caltrans Headquarters and outside District personnel. Must coordinate activities with Investigation Lead worker, District ADA Coordinator, District Sign Coordinator, District Collision Reduction Program Advisor, Traffic Safety Office Manager and the District Traffic Safety Engineer.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent will be required to sit for extended periods operating a personal computer and perform outdoor engineering fieldwork that may require walking on steep slopes. It is important that employee works with others in a cooperative manner. May be subject to and must have the ability to handle irate public in a calm manner. Must deal with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

**WORK ENVIRONMENT**

It is expected the incumbent arrive to work on time, take scheduled breaks, and depart at the appropriate time. Deviation from the schedule requires prior arrangements and approval with the supervisor. When permitted by the Department alternate work schedules will be considered. Work assignments will occasionally require overtime. Travel is required.

The incumbent will work in a climate-controlled office under artificial lighting while at his/her base of operation. The incumbent will also be required to travel and work outdoors in the field on the highway where exposure to noise, uneven terrain, precipitation and extremes of weather will occur.

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.)*

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date