

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION ENGINEER, CIVIL	OFFICE/BRANCH/SECTION 02/MTCE & OPERATIONS TRAFFIC MANAGEMENT	
WORKING TITLE ASSISTANT DISTRICT TRAFFIC MANAGER	POSITION NUMBER 902-367-3135-003	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 general direction of the Chief, Traffic Management Office, this position is responsible for the development of Traffic Management Plans (TMPs). This position is also responsible for acting as the Assistant District Traffic Manager and will have delegated authority to act on behalf of the District Traffic Manager in approving traffic management plans, approving traffic management non-standard special provisions (NSSPs), and approving non-standard lane closures.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	<p>Perform on an interdisciplinary team, developing project specific Traffic Management Plans (TMPs) and traffic management specifications as well as Major Corridor TMPs for all District 2 activities. Work involves the following:</p> <p>Act as liaison to other Caltrans functional groups such as district design engineers, office engineers, system planning, project managers, construction engineers, resident engineers, encroachment permit inspectors, maintenance supervisors/ superintendents, and local entities during the project initiation and design stages to ensure that effective traffic management strategies are incorporated into project plans, specifications and estimates; Review draft capital outlay scoping documents and project plans to determine potential traffic impacts due to the planned work; Collection and interpretation of highway and traffic data, including; highway characteristics, traffic AADT and peak hour volume, truck/vehicle percentages, maximum service flow, levels of service, and speed zones; Calculation and identification of potential traffic impacts, including maximum delay for spot locations and total corridor for multiple projects and delay costs for duration of project (this task may involve traffic/delay simulation modeling); Identification and evaluation of mitigation measures and contingency plans that minimize traffic congestion, including; intra-project coordination, use and implementation of alternate routes (detours), demand management, etc.; Assist in TMP workload management and review TMPs produced by others in the Traffic Management Office; Facilitate TMP review with the California Highway Patrol (CHP); Participate in public outreach education and community relations; Provide presentations/training to executive staff, local agencies and jurisdictions, and local media related to Traffic Management Office activities; Perform field reviews for construction, maintenance, and permit projects to ensure compliance with TMP requirements.</p>
35%	E	<p>Acts as the Assistant District Traffic Manager. Work involves the following:</p> <p>Review and approve Traffic Management Plans ensuring completeness and conformance with current directives; Review and approve traffic management related non-standard special provisions for highway construction projects; Evaluate non-standard lane closure requests and approve or deny requests based on current traffic conditions and on-going highway construction; Make presentations to the District Lane Closure Committee on projects that will utilize non-standard traffic management practices or when maximum corridor delay limits will be exceeded.</p>
5%	M	<p>Coordinate with regional and system planners and engineers to ensure effective congestion management strategies are included in state and local planning documents.</p>

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5%	M	Identify and analyze emerging Intelligent Transportation System (ITS) technologies and strategies to reduce traffic congestion; participate as an interdisciplinary team member to develop the project candidate list for the 10-Year State Highway Operation and Protection Program (SHOPP), Transportation Management Program (Code 315).
5%	M	Coordinate the development and implementation of District traffic management policies and procedures for highway lane closures, TMP implementation, and establishment of delay thresholds for various District activities.

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

No supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid Certificate of Registration as a Civil Engineer is desirable, but not required. A Class C driver's license is required.

Must have knowledge of the following:

Principles and practices of traffic engineering; Computer software applicable to traffic management; Engineering mathematics; Computers and their use; Department safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices, and Safety Manual; Caltrans Injury and Illness Prevention Program; Caltrans Department Policies and Procedures; Deputy Directive 60-R1; Caltrans Standard Plans, Specifications, and the CAMUTCD; Project Development Process; District 2 highways and facilities.

Ability to:

Read and understand highway plans, drawings, and field data; Identify and evaluate the many complex factors that contribute to event-related traffic congestion, traffic flow characteristics, and cost-benefit comparison of traffic management strategies; Prepare and edit technical documents, reports and correspondence. Excellent writing skills required; Prepare effective strategic plans; Perform engineering calculations; Analyze situations quickly and accurately and take effective action; Correlate concept plans with physical conditions; Make effective oral presentations; Coordinate and correspond professionally, effectively, orally and in writing, with other Caltrans functional offices, local agencies and organizations, and the general public.

Personal Characteristics:

Manage time efficiently; Well-organized; Demonstrated commitment to continuous improvement; Customer focus.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. The consequences of inappropriate decisions and/or inaction could include the following: adverse affects to the form, function, and safety of highway facilities; less than optimum highway safety for the traveling public; and substantial costs and/or time delays to both the traveling public and to construction projects.

PUBLIC AND INTERNAL CONTACTS

Contact with the public can be frequent, primarily through phone and written contact, with occasional public presentations. Some presentations may be after normal working hours.

This position will require extensive contact within the District and North Region, including Design, Environmental, Office Engineer, Program Management, Right of Way, Advanced Planning, Construction, Permits, and Maintenance. Contact with Headquarters Traffic will be required on a regular basis.

Contact will be required with local government, city, county, private engineering consultants, and other State agencies.

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The employee will occasionally contact industry representatives to transmit or obtain relevant engineering information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include occasional fieldwork, lifting up to 50 pounds and occasional driving for long periods. Incumbent may be required to travel in state, but the travel is not frequent.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors on occasion and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

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
