

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT
PARF 51-4-067**

CLASSIFICATION TITLE Transportation Engineer (Civil)	DISTRICT/DIVISION/OFFICE HQ/Traffic Operations/Office of Traffic	
WORKING TITLE Signs Staff for Traffic Control Devices Branch	POSITION NUMBER 913-350-3135-xxx	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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 general direction of a Senior Transportation Engineer, the incumbent performs transportation engineering technical work related to traffic signs, and coordinates with associated signal and roadway pavement marking functions.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% (E)	Interprets federal Manual on Uniform Traffic Control Devices (MUTCD). Provides and coordinates comments on the <u>Federal Register</u> regarding amendments to the MUTCD and other local, state or federal policy matters related to Traffic Control Devices. Maintains, revises, and updates content in the California MUTCD as needed. Coordinates and develops format of figures and tables for inclusion in the California MUTCD. Responds to questions from management, Districts, Divisions, FHWA, cities, counties, consultants, vendors, public officials, other agencies, and the public regarding Traffic Control Devices of the California MUTCD.
20% (E)	Develops and maintains a comprehensive cross reference list and electronic sign specification files for California sign specifications, uniform sign chart, and poster for signs contained in the California MUTCD.
15% (E)	Works in coordination with the Transportation Laboratory, and a Senior Transportation Engineer who is the Traffic Control Devices New Products Coordinator to ensure objective, impartial and consistent evaluation of new products for Traffic Control Devices. Conducts comprehensive product analysis including needs assessment, cost-benefit, life cycle, performance specifications and conformance with health, safety and environmental regulations Coordinates initial assessment of proposed product submittals and solicits assistance from other Divisions, states, NTPEP and agencies for product field evaluation.

¹ ESSENTIAL 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

- 10% (E) Participates on quality teams, in workshops, and on committees regarding Traffic Control Devices. Conducts research on existing policies and practices for Traffic Control Devices to determine conformance with the California MUTCD. Reviews technical papers to determine developments in Traffic Control Devices for applicability and possible implementation in California. Prepares special reports and legislative bill analyses relating to signs and other Traffic Control Devices. Also provides staff support to the California Traffic Control Devices Committee.
- 5% (M) Assists other staff with updates to sign procurement contract specifications. Acts as the Branch's contact for roundabout, bicycle, rail grade crossing issues related to traffic signs and temporary traffic controls. Performs field review of construction and maintenance work zones to ensure consistent and uniform implementation of adopted policies and practices. Conducts and participates in Federal Highway Administration (FHWA) review of work zones.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of standards, policies and practices for signs and pavement markings and underlying principles, such as information load on drivers, legend size, retro reflectivity, materials, and other technical considerations that are the basis of standards, policies and practices.

Must be capable of interrelating statutory law and government regulations, with regard to signing and pavement marking standards, policies and practices.

Must have a working knowledge of highway construction plans, and specifications, traffic operations, and traffic engineering.

Must have experience with word processing, spreadsheets, graphics and computer drawing.

Must possess knowledge of the Traffic Engineering and Civil Engineering Principles; Mathematics and Geometry; Caltrans Traffic Manual, Highway Design Manual, Project Development Procedures Manual, California Vehicle Code, the California Streets and Highways Code, California Code of Regulations and local codes, ordinances and regulations, and Caltrans safety policies and procedures; basic Caltrans construction methods.

Must have the ability to make technical judgments and calculations. Express ideas, situations, plans and decisions clearly, both verbally and in writing. Perform technical studies and investigations independently or as a member of a team. Organize ideas, judgments, documents, recommendations and data to defend federal, state and local government agencies' policies, standards and specifications. 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.

Must have the ability to recognize and analyze the signing and roadway pavement marking needs of a particular highway segment and effectively convey this information in writing and illustration. The incumbent must be able to offer sound technical recommendations to address the signing and pavement marking needs and features. Must have the ability to analyze design plans and specifications for signing and roadway pavement marking needs and features.

