

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION HQ/Traffic Ops/Commercial Vehicle Operations	
WORKING TITLE Transportation Engineer Range C & D	POSITION NUMBER 913-350-3135-027	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 supervision of the Chief, Legal Commercial Vehicle Branch (a Senior Transportation Engineer), this position is responsible for tasks related to the legal size and weight of (1) trucks, and (2) longer buses and motorhomes (over 40 feet up to 45 feet), as follows: assisting district truck staff; performing engineering analyses on vehicle turning characteristics and highway geometrics; overseeing vehicle size and weight restrictions on public roads; proposing policy changes; analyzing federal and State legislative bills; participating in research projects; preparing reports; and consulting with trucking customers, industry associations, the public, and governmental agencies.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
20%	E	Education/Consulting – Respond to inquiries from the trucking industry, the public, private industry, and Department staff by phone, by e-mail, and in meetings. Maintain a website covering a wide variety of truck size and weight topics, including a database of truck route designations, and other related trucking information with links to other agencies where needed.
15%	E	Truck Off-Tracking Analysis – Oversee and advise district truck staff on off-tracking analyses that are used to evaluate the State Highway System (SHS) for the truck lengths that can be accommodated. The analyses determine reasonable access between the National Network and truck terminals and services. The incumbent, in cooperation with district staff, will provide truck route designation data (e.g. STAA, California Legal, advisory, and restricted) for the Department's on-line truck route list and maps. Assistance with analyses and procedures is provided to local agencies upon request. May also assist in providing consultation for extralegal (oversize/overweight) trucks on State highways.
10%	E	Federal and State Legislative Review – Federal and state laws regulate truck weight (single axle, tandem axle, bridge formula, gross vehicle weight) and length (overall, trailers and semitrailers, kingpin-to-rear axle, extension devices) to control pavement and bridge damage and to maintain safe operations. Review legislative reports and comment on proposed legislative bills.
10%	E	Truck-Related Report Preparation – Prepare technical reports on legal truck size and weight issues, including legislative reports required by statute. Review and provide comments on truck-related reports from State and local agencies.
10%	E	Buses & Motorhomes – Off-Tracking analysis, Federal and State Legislative review and Route Restriction analysis also apply to the longer buses and motorhomes (over 40 feet, up to 45 feet).
10%	E	Truck Restriction Analysis – Truck restrictions are imposed on the basis of truck size, truck weight, number of axles, and hazardous materials. Document the legal processes under which the restrictions are imposed and maintain a database of restrictions. Support district staff in developing necessary truck restrictions. Assistance is provided to local agencies upon request.
5%	M	Develop Policy – Propose changes to Department policy documents related to truck size and weight, such as, the Highway Design Manual, the California Manual on Uniform Traffic Control Devices (CA MUTCD), and Traffic Operations Policy Directives (TOPD).
5%	M	Liaison with Industry Associations – Develop a list of contacts at industry associations, e.g., the California Trucking Association (CTA), the American Trucking Associations, the California Bus Association, and motorhome associations. Maintain communication with industry on major departmental activities related to legal truck and bus size and weight issues. May be involved with extralegal truck issues as needed.

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5%	M	Research – Participate in research efforts for development of new technologies relating to the movement of legal trucks on State highways. Coordinate activities within the Division of Traffic Operations and with other functional units such as Translab; Division of Research, Innovation, and System Information (DRISI); and universities. This includes participation in strategic research selection meetings with the goal of addressing research-related issues. Serves as the policy expert in the above-referenced areas. Represents the Department in meetings and negotiations on sensitive and significant issues with DRISI and universities. Prepare policy recommendations and consult with management on new innovative ideas related to virtual weigh stations.
5%	M	Liaison with other Government Agencies – Develop a list of contacts at State, local, and federal agencies to exchange information about current trucking issues.
5%	M	District Assistance – Statewide coordinator of District Truck Access Managers (DTAM). Provide technical support for the district truck size and weight projects as needed. Conduct and facilitate statewide DTSM meetings.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None directly, however, may be responsible for general direction of others both in Headquarters and the districts when working on specific projects.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have broad engineering knowledge of commercial vehicle operating issues and how they relate to other Department functions. Knowledge of environment, freight, and goods movement issues related to commercial vehicle operations is highly desirable. Must have the ability to analyze situations accurately, adopt an effective course of action, make effective written and oral presentations, and prepare technical engineering reports. Knowledge of statistics as it relates to the appropriate use of data is required. A basic knowledge of computer data analysis as it relates to engineering data is desirable.

Must have the ability to understand and analyze the detailed engineering technical areas defined above. The Legal Truck Access Branch is the Headquarters technical expert for issues related to commercial vehicle operations. The incumbent is expected to develop expertise and serve as a resource for the Department.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Many of these issues have the potential for being highly visible outside of the Department. There is also a need to ensure uniform application of policy statewide. Situations will occur where the incumbent will need to make on-the-spot engineering calculations and interpretations and recognize the implications of those actions.

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### PUBLIC AND INTERNAL CONTACTS

There will be substantial contact within the Department (all districts and several Headquarters units), other State agencies (including California Highway Patrol, California Air Resources Board, Board of Equalization, and Department of Motor Vehicles), Federal Highway Administration, local agencies, and major trucking associations and interest groups in California. Good interpersonal skills are required.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be analytical, dependable, and enthusiastic about delivering excellent customer service. Incumbent must be punctual, willing to learn, and able to carry out increasingly difficult assignments neatly and accurately. The individual must follow oral and written instructions, learn operating procedures and methods, and meet due dates for work assignments. Incumbent must be able to apply engineering principles to work situations, and maintain friendly and cooperative relationships with all those contacted in the course of the work.

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### WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting with occasional background noise from other workstations. The employee may be required to travel to meetings. Occasional field observations may be done for familiarization with off-tracking field test sites. The employee may occasionally be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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)

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SUPERVISOR (Signature)

DATE