

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineering Technician	<b>DISTRICT/DIVISION/OFFICE</b> 06/350 TMC	
<b>WORKING TITLE</b> TMC Operator	<b>POSITION NUMBER</b> 906-350-3175-xxx	<b>EFFECTIVE</b> XX-XX-XX

**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; 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, the incumbent will independently staff and operate the District 6 Transportation Management Center (TMC) with the objective of efficiently managing traffic on the District 6 highway system. This will be accomplished by monitoring highway conditions, detecting congestion and incidents, determining and enacting appropriate response, and disseminating motorist information. During off-peak hours, the incumbent will also be responsible for traffic engineering work including field surveillance, traffic counts, analyses, operational reports, Traffic Management Plans, and recommendations for improvement projects.

60 % (E)      **TRAFFIC PLANNING AND ENGINEERING:** Collect traffic flow and accident data; analyze traffic flow and operation; assist in the preparation of traffic plans and special operations during major events; assist in the planning of alternative routes and methods for direction of traffic and executing the plan during actual emergency highway closures; assist in the preparation Traffic Management Plans for construction projects. Review work for Traffic Management Plans and phased project Traffic Handling Plans as well as district-wide Detour Plans. Assist in Safety Investigations.

20 % (E)      **STAFF AND OPERATE TMC:** Monitor Caltrans, CHP, and other agencies on scanners and radios; monitor media traffic reports (TV and Radio); transmit/receive and monitor messages to/from the Traffic Management Team (TMT); maintain log of TMT activities; monitor freeway operation utilizing surveillance software and hardware; accumulate lane closure data, both construction and maintenance; answer telephones; coordinate Incident Response Team; maintain computer log of all incidents; operate fixed and portable traffic control elements such as Changeable Message Signs and Highway Advisory Radios; maintain communications with various local media personnel, traffic reporters, and public affairs; provide real-time motorist information; attend periodic meetings to discuss traffic operations. Interpret Traffic Management Plans and apply them to situational problems during incident responses.

20 % (M)      **TRAFFIC MANAGEMENT:** As a backup member of the Traffic Management Team (TMT), respond to traffic emergencies and queuing in construction and maintenance work zones. Plan and manage traffic control for special events. Assist in the preparation for planned and/or emergency highway closures. Patrol traffic during peak periods for potential traffic problems. Work closely with the Freeway Service Patrol and Maintenance and Construction personnel. Maintain all TMT equipment to be in operational readiness.

### ***SUPERVISION EXERCISED OVER OTHERS***

No direct supervision will be exercised, however, incumbent may be required to train new employees in their particular expertise.

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

Incumbent is expected to have some knowledge of departmental operations, traffic engineering principles, traffic operational analysis, computer principles and CADD use. Ability to analyze traffic situations accurately, evaluate solutions, make effective recommendations, and translate them into written reports. Posses an operating knowledge of the various traffic information systems and devices and how they relate to the motoring public. A working knowledge of traffic controls used by maintenance and construction is desirable. Will be called upon to go into 24 hour operation on known high traffic volume holidays and times of adverse whether conditions. Must have good command of the English language, both written and verbal, and clear voice to be understood over the radio. Must be able to carry out verbal and written instructions, give verbal directions and work with others. Must be familiar with state and local road system of the San Joaquin Valley.

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

An error in judgment could delay the response to incidents, interrupt the flow of information between Caltrans and CHP, and result in poorly operated management system. Delayed or inaccurate information to motorists and other agencies could result in a breakdown of traffic flow, lost time to motorists, and loss of credibility. The most extreme errors could result in a tort liability judgment against the State.

### ***PUBLIC AND INTERNAL CONTACTS***

Incumbent will assist or represent the Senior Transportation Engineer or the Transportation Engineer (Civil) at meetings within Caltrans and/or with other agencies. Incumbent will have frequent and continual contacts with other Caltrans personnel, CHP, cities, counties, and other public agencies, general public, and news media.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Because of the 24 hr per day, 7 day per week nature of the TMC, incumbent may be required to work a variety of shifts including night and swing shifts. Work in the TMC will involve extended periods of sitting and work with the TMT may require periods of driving, and periods of outdoor work in all kinds of weather. Incumbent must be prepared to communicate clearly with a variety of agencies and individuals using two-way radios, telephones, and computers during emergency situations and direct communications appropriately in a stressful environment.

***WORK ENVIRONMENT***

The incumbent will be working in a darkened room with video monitors at times. Other work may be done with the aid of artificial light. TMT work will involve driving in all possible weather conditions including fog and dust. Cell phone use is frequent.

I certify that I can perform the duties listed above with/without reasonable accommodation.<sup>2</sup>

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE