

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE District 1 – Traffic Safety	
WORKING TITLE District Sign Coordinator	POSITION NUMBER 901-350-3175-	EFFECTIVE April 13, 2015

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 supervision of a Senior Transportation Engineer, this position performs the duties of District Sign Coordinator. The incumbent will be responsible for managing the roadside signs in District 1. Assists in preparing and reviewing project reports; plans, specifications and estimates for highway projects; and also maintains databases related to roadside sign locations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% (E)	Using consistent application of the policies and regulations set forth in the California Uniform Traffic Control Devices (CA MUTCD) relative to roadside sign usage, interacts with Headquarters Traffic Operations and other Districts to ensure the proper application, design, and/or installation of freeway/highway signs. If deviation from standards and policy is needed, such deviation will be documented. Uses multiple computer programs such as Microsoft Office Suite, Adobe Photoshop, Microstation, Sign CAD, Arc Map, Filemaker Pro and Google Earth.
25% (E)	Issues maintenance work requests for sign installations and pavement delineation modifications requiring the services of field maintenance forces. Tracks the work request to completion. Orders new and replacement signs from vendors and/or the state warehouse. Maintains vendor sign order records and purchase requests. Coordinates with Maintenance Special Crews and district Resource Management to estimate material and installation costs for reimbursed work signing projects (College and Memorial signs). Interacts with other public officials/agencies and private citizens to accomplish the installation of such signs.
15% (E)	Assists the District Traffic Safety Engineers with investigating and responding to correspondence from the public and other government agencies regarding signs and pavement delineation. Performs field reviews as necessary including gathering information pertaining to existing signing, as well as other Traffic Safety/Operations data.
15% (E)	Updates and maintains District Sign Log database. Database is published annually for reference by the District Traffic Safety Office and other functional units.
5% (E)	Provides support to North Region Design and Construction staff, District Permits, and Maintenance staff regarding appropriate use of roadside signs. Duties include review of encroachment permits, and project plans and specifications for conformance to sign policy and standards.
5% (E)	Produces documents in response to requests from the Department Legal division in reference to various legal matters involving the State.

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.

5% (M) Maintains and files copies of sign orders and maintenance work orders.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE AND ABILITIES AND ANALYTICAL REQUIREMENTS

The position requires a person with knowledge of basic engineering principles, mathematical formulas and calculations; use of personal computers and their programs. Working knowledge of highway design standards, traffic engineering principles, vehicle characteristics, and signing. Ability to understand and follow the California Uniform Traffic Control Devices (CA MUTCD) policies and regulations relative to roadside sign usage. Ability to gather and evaluate engineering data and prepare cost estimates. Ability to communicate clearly both verbally and in writing.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Decisions from this position will provide for safer, more efficient movement of public traffic, both private and commercial on existing highways. If this work is not properly pursued congestion and delays to traffic will occur and unsafe conditions may develop.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to respond to the public by phone, with correspondence and in person. Contacts are necessary and desirable with city and county technical staff, consultant engineers, law enforcement, Headquarters staff and other District branches.

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 individuals in a calm manner. Must deal with pressure and be able to multi-task while maintaining focus on the desired result. Must act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

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 where exposure to noise, uneven terrain, precipitation and extremes of weather will occur. Work assignments will occasionally require overtime.

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 PRINT

EMPLOYEE SIGNATURE DATE

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

SUPERVISOR PRINT

SUPERVISOR SIGNATURE DATE