

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE 03 / Division of Maintenance and Traffic Operations Office of TMC / TRMC Unit 0396	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 903-350-3175-xxx	EFFECTIVE DATE July 2010

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 general direction of the Chief, Office of Traffic Operations in Rancho Cordova, the duties for this position include the operation of the Caltrans/CHP Transportation Management Center (TMC) and related traffic management activities. Work shifts may be outside normal working hours. Position requires successfully passing a Department of Justice background check and signing CHP form 101A annually.

TYPICAL DUTIES:**PERCENTAGE****JOB DESCRIPTION**Essential (E)/Marginal (M)¹

- 60% (E) Assist in the coordination of traffic management activities related to TMC operations. This includes gathering information from the CHP Computer Aided Dispatch (CAD) system and CHP/Caltrans' radio frequencies, providing traffic information to the incident log which will include road closures on bridges and freeways, maintenance/construction information and incident information status updates. Dispatching TMT drivers to incidents as required.
- 20% (E) Provide day-to-day operation of the Caltrans/CHP RTMC. This can include operating traffic management systems for the District freeway, such as operating Ramp Meters, Changeable Message Signs, Highway Advisory Radios, California Highway Information Network (CHIN) and CCTVs.
- 10% (E) Collect and analyze traffic and operational data for related traffic management studies. This includes data on traffic speeds, volumes, accidents, vehicle delay, and other items needed for planning and evaluation of freeway service patrols, maintenance lane closures, special events, and incident management.

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

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- 5% (M) Observe, record, and help maintain the operation of remote traffic management locations throughout the district.

- 5% (M) Maintain records related to TMC activities.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

- Knowledge of the fundamentals of highway operations and the ability to learn and operate various electronic and computer equipment used in the TMC.

- Ability to perform basic highway capacity analysis to determine effects of changing conditions on the District freeways. This includes assessments of the impacts that heavy vehicles, buses, weather, accidents, stalls, maintenance lane closures and other factors have on highway capacity.

- Ability to give accurate and frequent reports to media concerning traffic incidents.

- Ability to write complex reports, analyze situations accurately and take effective action.

- Ability to establish and maintain professional and cooperative relations with those contacted in the course of the work, and to communicate effectively.

- Knowledge of the functional and organizational characteristics of the Division.

- Knowledge of computers and the Department's standard software.

- The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The activities of the Transportation Management Center Operations Unit relate directly to the health and safety of the traveling public, as well as State employees operating in the field.

Errors could have results varying from increased travel delay to potentially hazardous traffic conditions.

PUBLIC AND INTERNAL CONTACTS:

This position requires extensive contact with staff from CHP, Caltrans Maintenance, Construction Branches and Public Affairs in the district. Frequent contact may also be made with the media, FSP tow operators, Caltrans dispatch communications, and the general public. Good communications and interpersonal skills are preferred. There are times when the incumbent will represent Caltrans during contacts with the media and the general public.

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling.

Mental requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include: interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to function rationally and maintain professional work ethics while communicating and coordinating with others under various conditions (i.e. coordination of TMT/Maintenance response activities during major incidents, dealing with traffic accidents, weather-related problems, multiple incidents, and conducting TMC facility tours or TMC presentations for field offices).

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.