

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION Traffic Operations/Transportation Management/RTMC	
WORKING TITLE TMC Operator	POSITION NUMBER 903-350-3175-xxx	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 general supervision from the Chief of the District 3 Regional Transportation Management Center (RTMC), a Senior Transportation Engineer, and lead direction from the Assistant Chief, a Transportation Engineer, Civil, the incumbent works in the District 3 RTMC, co-located with the California Highway Patrol (CHP) Sacramento Communications Center in Rancho Cordova. The incumbent monitors and analyzes current traffic conditions to improve the safety and reliability of California's transportation system by providing timely and accurate information to California highway workers and road users. The RTMC is a 24-hour facility, and the incumbent will be expected to make informed decisions during traffic emergencies, and on shifts occurring outside of normal business hours. The incumbent may consult with the Assistant Chief, TMC Operator Lead and/or TMC Dispatch Supervisor for direction needed during such instances. The incumbent is expected to be familiar with the counties and routes located within the District 3 boundaries. This position is only available to candidates that successfully pass the Department of Justice background check. The incumbent will be required to sign CHP form 101A annually.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Monitors and analyzes traffic conditions using graphic display systems and computer terminals. Provides assistance in the development of emergency incident operational decisions and contingency plans reviewing proposed detours and permanent CMS locations and messaging. Utilizes the CHP-Computer Aided Dispatch (CAD) system, Transportation Management Center Activity Log (TMCAL) program, Advanced Traffic Management System (ATMS), as well as Lane Closure System (LCS) to record actions taken to clear incidents and provide traveler information. Monitors CHP-CAD, scanners and other radios. Monitors media traffic report (TV and Radio). Transmits, receives, and monitors messages to/from the Traffic Management Team (TMT). Collects traffic flow and accident data, maintaining an activity log of all incidents. Monitors freeway operation utilizing surveillance software. Maintains communications with the CHP Officer/Operator on Duty, traffic reporters, and public affairs to provide real-time motorist information. Attends periodic briefings with lead to discuss traffic operations and support for construction and maintenance activities including alternative routes and use of CMS, CCTV, HARS elements.
30% E	Utilizes a variety of systems to coordinate traffic management and emergency plans, such as Changeable Message Signs, Closed Circuit TV System, Highway Advisory Radios and Freeway Service Patrols.
15% E	Gathers and records traffic data and prepares reports as needed for the development of the District's Traffic Management Plans. Responds to specific requests for historical traffic data as needed.
10% M	Provide backup for other RTMC staff, answer phones, use facsimile and copy machine, distribute mail, file, attend training and staff 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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise. Incumbent may act as lead outside of normal business hours or in case of traffic incidents.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Transportation Engineering Technician must have knowledge of basic math skills for data reduction and calculations;

**ADA Notice**

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must be able to develop knowledge and understanding of basic fundamentals of traffic engineering lending to the ability to analyze traffic situations; basic knowledge and use of computers including experience with Microsoft Office Suite and Internet Explorer or other web browsers is expected; experience with CHP-CAD, TMCAL, ATMS, LCS, Adobe Acrobat, Filemaker Pro or other similar applications is desirable; must possess good oral and written communication skills; must be articulate and have the ability to clearly and distinctly disseminate accurate information.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent assists with decisions on traffic safety and traffic management, using various traffic control and information systems in the RTMC. The incumbent must be accurate and able to communicate effectively both orally and in writing under emergency conditions. Public safety could be compromised if the wrong action is taken.

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## PUBLIC AND INTERNAL CONTACTS

The Transportation Engineering Technician will have daily contact with other TMC Operators, TMC Dispatchers, Caltrans Field staff, Caltrans Legal staff, California Highway Patrol, Regional and Local agencies, Public Information Officers, and other concerned citizens.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for prolonged periods of time using a keyboard and video display terminal. Incumbent must remain alert and calm while working as a member of a team. Emergency procedures must be followed exactly, as incidents are reported. The employee will experience peak work load during incidents, and must be able to multi-task. Remaining calm during emergency situations is critical. Working with a team, and working in emergency situations, the incumbent must be positive, friendly, and diplomatic on the job.

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## WORK ENVIRONMENT

The incumbent will work inside a closed climate controlled room under artificial lighting in a locked and secured building. The incumbent will be required to work overtime, irregular shifts/alternate work schedule, including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls.

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

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