

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION Division of Maint and Traffic Operations/ TMC/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 Branch Chief of Transportation Management, a Senior Transportation Engineer, and lead direction from a Transportation Engineer, Civil, the incumbent works in the Rancho Cordova Transportation Management Center (RTMC), observing and monitoring current traffic conditions for the safety of the public. The RTMC is a 24 hour facility, and during the absence of the Dispatcher-Clerk Supervisor, the incumbent will be expected to provide lead guidance to staff during traffic emergencies and on shifts occurring outside of normal business hours, and to consult with the Supervisor and/or Lead for direction needed during such instances.

This position is only available to candidates that successfully pass the Department of Justice background check. The incumbent will also be required to sign CHP form 101A annually.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Monitors and analyzes traffic conditions using graphic display systems, 2-way radio system 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. 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. Utilizes the CHP Computerized Aided Dispatch system (CAD), TMCAL program as well as Lane Closure System (LCS) to record actions taken to clear incidents. 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, attend training and staff meetings.

¹ESSENTIAL 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; 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, Filemaker Pro or similar applications is desirable; must possess good oral and written communication skills; must be

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articulate and have the ability to clearly and distinctly disseminate accurate information, especially when using a 2-way radio and telephone. Must be able to work in a team environment. Incumbent will be expected to follow standards of dynamic message signing and to provide safe, efficient detours in response to incidents.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent assists with decisions on traffic safety and traffic management concerning operating conditions of the highway system using various traffic control and information systems in the Traffic Operations Center. The incumbent must be accurate and able to communicate effectively both orally and written under emergency conditions. Public safety could be compromised if the wrong action is taken.

PUBLIC AND INTERNAL CONTACTS

The Transportation Engineering Technician will have daily contact with Caltrans field staff by 2-way radio and telephone, California Highway Patrol, local agencies and traffic media

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 monitoring traffic conditions and observing traffic flow and patterns. Emergency procedures must be followed exactly when vehicle accidents are reported. The employee will experience peak work load during incidents, and must be able to multi-task. Remaining calm during emergency situations is critically important. Because of working with a team, and working in emergency situations, the incumbent must be positive, friendly, and diplomatic on the job.

WORK ENVIRONMENT

The incumbent will work inside a closed climate controlled room under artificial lighting in a locked and secure 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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE