

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE/BRANCH	
Transportation Engineering Technician	06 / Maint & Ops – Transportation Mgmt Center	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TMC Operator	906 – 350 – 3175 – XXX	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, the incumbent will work alone and/or in a group to operate the District 6 Transportation Management Center (TMC) with the objective of efficiently managing traffic within 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, traffic analyses, lane closure request charts, operational reports, Traffic Management Plans, and recommendations for improvement projects.

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	Essential (E) ¹ Marginal (M) ²	Job Description
45%	(E)	STAFF AND OPERATE TMC: Monitor Caltrans, California Highway Patrol (CHP), monitor media traffic reports (TV and Radio); transmit/receive and monitor messages to/from the Traffic Management Team (TMT); maintain incident logs of TMC activities; monitor freeway operations utilizing surveillance software and hardware; answer telephones; coordinate Incident Response Team; operate fixed and portable traffic control elements such as Changeable Message Signs (CMS) and Highway Advisory Radios (HAR); 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.
40%	(E)	LANE CLOSURE MANAGEMENT: Log into the Lane Closure System (LCS) and record the start and end times of approved closures; cancel approved lane closure requests upon the concurrence of the Construction Resident Engineer or their approved staff; create and approve emergency lane closure requests, as needed. Accumulate lane closure data for Construction, Maintenance, and Permits closures; assist the Lane Closure Manager (LCM) in reviewing and recommending the approval or denial of future lane closure requests, as

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they pertain to active closures and any problems they may have caused, and to identify and mitigate problematic closure operations that may cause negative impacts on the motorists.

10% (E) **TRAFFIC PLANNING AND ENGINEERING:** Use traffic engineering skills to 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 evaluation of Traffic Management Plans (TMP) for construction and maintenance projects. Review project traffic handling plans as well as district-wide Detour Plans. Use traffic volumes to calculate and update/design lane closure request charts for TMPs and field maintenance closures.

5% (M) **TRAFFIC MANAGEMENT:** Plan and manage traffic control for special events. Assist in the preparation for planned and/or emergency highway closures. Work closely with the Maintenance and Construction personnel.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

² MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision will be exercised; however, incumbent may be required to assist in training employees in their particular expertise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent is expected to have some knowledge of departmental operations, computer principles, exceptional oral and written communication skills, Microsoft Office Word and Excel programs, data organizing, and time management. Ability to analyze data accurately, evaluate solutions, make effective recommendations, and translate them into written reports. A working knowledge of traffic controls used by maintenance and construction are desirable. Must have good command of the English language, both written and verbal, and a clear voice to be understood over the radio and telephone. Must be able to carry out verbal and written instructions, give verbal directions and work well with others. Must be familiar with State and local road system within District 6 and its borders.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in judgment could delay the response to clearing 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 LCM 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, the general public, and news media.

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Work in the TMC will involve extended periods of sitting. Incumbent must be able to multi task; to communicate clearly with a variety of agencies and individuals using two-way radios, telephones, and computers during emergency situations; assist in directing field personnel in a highly stressful environment.

WORK ENVIRONMENT

Because of the TMC operates on a 24 hour per day, 7 days per week schedule, incumbent shall be required to work weekends, holidays, and a variety of shifts, including night and swing shifts. Work shifts may be rotated between TMC operators as business need change. Overtime is sometimes required and incumbent is expected to work as needed. The incumbent will be working in a darkened room with large number of wall mounted video monitors as well as a multi-display computer terminal. Other work may be done with the aid of artificial light.

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