

Proposed

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION ENGINEERING TECHNICIAN	OFFICE/BRANCH/SECTION D7/0PERATIONS/OFFICE OF TRAFFIC ENG-SOUTH	
WORKING TITLE	POSITION NUMBER 907-354-3175-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 the supervision of a Senior Transportation Engineer, CT, and guidance from District Traffic Accident Surveillance and Analysis System (TASAS) Coordinator, incumbent operates the Traffic Investigation Report Tracking System (TIRTS) and Transportation System Network (TSN) software on personal computer systems to retrieve accident and highway data from TASAS database for tort liability, safety and operational improvements and traffic investigation projects. Receives assignments and works under the general guidance of the District's TASAS Coordinator.

Must possess a valid California driver's license.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Incumbent operates the Transportation System Network (TSN) software on personal computer systems to retrieve accident and highway data from TASAS database for tort liability, safety, and operation improvements and traffic investigations projects. Gathers and evaluates engineering data, conducts field reviews to obtain data consisting of on-site investigations, surveillance, traffic counts and travel time runs.
25%	E	Inputs and maintains data on TIRTS/TSN tracking system of completed high accident concentration (Table C) locations and non-Table C investigations.
25%	E	Provides information requested from Headquarters TASAS Unit. Assists in preparing engineering report and calculates safety indexes.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have good working knowledge of fundamentals of traffic engineering, and personal computers.

Must be familiar with Microsoft Office and Outlook; knowledge of Oracle and GIS database software is a plus. Must have knowledge of arithmetic and elementary principles of algebra and geometry is required.

Must be able to communicate well with District staff, both orally and in writing. Must be able to analyze collected traffic data.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decision making is minimal.

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PUBLIC AND INTERNAL CONTACTS

Has frequent contact by telephone and in person with Caltrans' office and HQ's TASAS Unit.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. May require occasional bending, stooping and kneeling.

Ability to work in and around traffic. Ability to travel off-site, away from office.

Must be able to organize and prioritize work to assure timely delivery.

Must be able to develop and maintain working relationships.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

May be required to sit for long periods of time using a keyboard and video display terminal.

May require traveling and working outdoors and be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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
