CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE -	
Transportation Engineering Technician	08 – Operations – Transportation Management	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
TMC Operator	08-370-3175-	

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 regularly and on time; 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 the supervision of a Senior Transportation Engineer and direction of a lead person, the incumbent performs journey-level nonprofessional engineering duties in the Transportation Management Center, which is responsible for monitoring and evaluating urban freeway system operations and minimizing delay caused by non-recurrent congestion. **Core work hours for this position shall cover 12 Midnight to 6 AM (including Holidays). Regular and punctual attendance is required.** In this position the incumbent is required to be fingerprinted and have background checked by the Calif. Dept. of Justice, and **employment in the TMC is conditional** on concurrence by the Calif. Highway Patrol.

TYPICAL DUTIES:

Percentage Essential (E) / Marginal (M)[1]	**Job Description**
45% (E)	Monitor and analyze real time traffic data through the districts Advanced Transportation Management System (ATMS) and other inputs. Prepare accurate Traveler Information messages for various devices such as the CHP Media information bulletin board changeable message signs and highway advisory radios. Assists in coordinating Traffic Management Team activities with District dispatch and CHP. Records and maintains records of activities.
30% (E)	Operates various equipment in the Transportation Management Center such as the ATMS workstation, District weather information system, CHP Computer Aided Dispatch (CAD) System and Media information System (MIS), telephone, fax and 2-way radio system.
25% (E)	Does simple engineering calculations and data reduction of traffic flow. Prepares charts and diagrams related to freeway operation and assists in preparing reports. Assists with preparation of traffic investigations

SUPERVISION EXERCISED OVER OTHERS:

This position is designated as rank and file under collective bargaining and does not supervise other employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Required to communicate in clear and concise English, both orally and in writing; follow oral and written instructions; required to prepare short written and verbal messages for publication. Required to work with others.

Knowledge of traffic characteristics, the District freeway system and surrounding highway network as well as an understanding of the fundamentals of 2-way radio communication and procedures.

Required knowledge of basic math 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.

Required knowledge to operate general office applications on a microcomputer.

Must be able to perform multiple tasks during emergencies.

Ability to work early morning and late evening commute hours. Must be willing to work at night, on weekends or holidays as necessary to provide TMC and Dispatch support throughout an emergency.

Ability to comprehend, interpret and analyze radio and telephone messages and observations from the freeway operations status display (geographical, real time, database) in order to take proper action and make appropriate notifications to staff and or management.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS:

Assists in making decisions concerning the operation of information systems in the Transportation Management Center. Errors in judgment may result in increased delay/congestion and liability to the State.

PUBLIC AND INTERNAL CONTACTS:

Must be able to meet and communicate with Caltrans staff, CHP, and other local agency staff, as well as the media.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employee may be required to sit for long periods of time using multiple keyboards and video display terminal. Must be able to perform multiple tasks during emergencies and stressful situations. This position requires working irregular hours including night shifts, weekends and holidays; the incumbent will be expected to consistently report to work on time with minimum of absences; demonstrate emotional stability and even temperament; show willingness and initiative to take independent, appropriate action

WORK ENVIRONMENT:

While at their work assignment, employees will work in a control room facility, under dimmed artificial lighting and climate-controlled. Employee may also be exposed to considerable noise from multiple communication radios and telephones.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 *(Please Print)*	
SIGNATURE	DATE

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

SUPERVISOR (Please Print)	
Cyrin Kwong	
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, MSD-89, Sacramento, CA 95814.