

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION District 9 Traffic Operations
WORKING TITLE Census Technician	POSITION NUMBER 909-351-3175-004
	EFFECTIVE DATE 12/01/2014

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 direction of the District Traffic Operations Engineer (Senior Transportation Engineer), the Transportation Engineering Technician (Census) performs journey level, non-professional engineering work pertaining to traffic census, truck classifications and counts, and studies in the Caltrans District 9 Operations area. This area includes Inyo, Mono, eastern Kern and northern San Bernardino counties.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Responsible for implementation of the Department's traffic census policies and procedures as outlined in the Caltrans Guidelines for Traffic Census and the Federal Highways Administration Traffic Monitoring Guidelines. This includes downloading data via modem from some remote count locations, correlating data, entering data into spreadsheets, performing checks for accuracy and transmitting data to Caltrans headquarters for inclusion in the Department's traffic count data set.
30% E	Conducts vehicle classification and turning movement counts and related calculations and reporting. Produces average annual daily traffic (AADT) yearly summaries. Performs traffic index and design designation calculations. This includes manual traffic counts, videotaping traffic, viewing traffic video, and making field observations of traffic conditions.
10% E	Performs field work gathering data from remote census sites. This includes traveling to the remote areas of the District and downloading data directly from count stations. Performs maintenance and repair of field elements as needed.
10% M	Participates in traffic management team (TMT) during major incidents. Performs support for closures set in place by Caltrans maintenance or California Highway Patrol. Will drive and program changeable message sign trucks.
5% M	Makes travel time and delay studies and supports the traffic management center as required.
5% M	Assists in preparation of plans for capital projects by providing information pertaining to traffic census field elements.

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

Must have knowledge of highway design, traffic engineering, safety considerations, construction, planning, contract administration and department policies and procedures and the laws and regulations pertaining to vehicles traveling on State Highways.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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The ability to work with others, to coordinate work with other district functions, to analyze situations and assure proper solutions, to do field studies and prepare effective plans, reports and correspondence and effectively communicate verbally with other professionals inside and outside the department and the general public.

Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.

The ability to understand and operate computers systems as well as to learn and adapt to new hardware and software.

The ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.

The ability to work under pressure.

Must be able to analyze data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

The ability to travel if needed. This position may require occasional overnight travel to review or manage projects in the far reaches of the District. Travel may be required out of the district for training or to represent the branch at various meetings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment or decisions could produce inaccurate data and result in increased costs to the public and the State, inconsistent regulations and increased liability for the State.

PUBLIC AND INTERNAL CONTACTS

This position has some interdepartmental and public contacts, both written and oral, to furnish information, coordinate traffic regulations and gather needed information. May answer public inquiries and complaints regarding highway traffic matters. This position deals with local agency personnel, law enforcement, attorneys and court officers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time during meetings, using a computer keyboard and video display terminal, and while traveling to locations distant from the District office. Employee may be required to transport a laptop computer and portable printer while on field visits.

WORK ENVIRONMENT

Employee will be based at the District 9 Office, a climate-controlled office under artificial lighting. A significant portion of the time, the employee works away from the office, usually traveling and working alone, sometimes for more than one day at a time. When in the field, the employee works outside the vehicle and may be exposed to dirt, ice, strong winds, blowing dust, noise, uneven surfaces, 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)

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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.

SUPERVISOR (Print)

TERRY ERLWEIN, District Traffic Operations Engineer

SUPERVISOR (Signature)

DATE