

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION District 9 - Traffic Operations	
WORKING TITLE Traffic Fieldwork Technician	POSITION NUMBER 909-351-3175-002	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 general direction of the District Traffic Operations Engineer (Senior Transportation Engineer) and the Traffic Operations Leadworker (Engineer, Range D), the Traffic Fieldwork Technician assists in performing traffic census counts, traffic investigations, traffic management team coordination and maintains the District postmile log and the District sign log.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Assist the census coordinator in 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.
15% E	Performs fieldwork 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. This includes changing batteries, installing automated data recorders and replacement of various parts inside census cabinets.
10% E	Functions as one of four Traffic Management Team coordinators, including ordering equipment, executing planned traffic control strategies, organizing and equipping teams, and evaluating traffic management effectiveness.
10% E	Assist in performing traffic investigations for locations either identified through established headquarters safety programs, law enforcement, local agencies, internal Caltrans departments or private citizens. Gather, organize, and analyze collision data. Investigations require reviewing confidential/sensitive traffic collision reports and performing field reviews. Detailed summaries and collision diagrams are a major component of a complete investigation. Works closely with registered engineers, Caltrans legal department and local law enforcement as necessary. Provide traffic safety analysis for Caltrans highway projects, collision summaries for route concept reports. Provide Traffic Accident Surveillance & Analysis System (TASAS) reports as needed for internal departments. Accept, verify coding and file all traffic collision reports. Calculate post mile locations from descriptions on reports or stationing on collision diagrams. Errors are corrected and sent to headquarters TASAS branch for correcting in database. May require field review for confirmation of location.
10% E	Assist the District sign coordinator in designing signs for placement on the State highway system. Assist in doing fieldwork to support installation orders for signs. Works closely with the District sign installation crews to prioritize work.

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10%	E	Maintain TASAS/District 09 post mile log. Assist District TASAS coordinator. Verify post miles on new construction projects, new road connections and realignments of existing highways. Requires calculating post miles and equations from plan sheets. Work closely with headquarters TASAS branch, ensuring changes are entered into state database. Maintain the District sign log. Enter locations of newly placed signs and update database information as needed.
5%	M	Assist other employees in the Traffic and/or Permits Departments with field support as necessary. Includes replacing solar panels and batteries on signs, placing hoses for special traffic counts, taking radar measurements of vehicle speeds, and inspecting construction projects for Caltrans capital projects and the permits department.

<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have some knowledge of highway design, traffic engineering, construction, maintenance, planning, contract administration and Department policies and procedures.

The ability to prepare effective written correspondence and effectively communicate verbally with other professionals inside and outside the Department and the general public.

The ability to work with others to resolve conflicts and problems which may arise during traffic incidents or investigations.

The ability to analyze situations and assure proper solutions.

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

The ability to understand and operate computer 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 variable and requires independent action and decision making.

The ability to travel as 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.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to assist registered engineers responsible for efficient and effective operations of the Traffic Operations division and traffic management activities. Poor judgment or decisions could result in increased costs to the public and the State, unnecessary traffic delays and confusion to the traveling public and increased liability for the State. Poorly coordinated work including traffic control may jeopardize the safety of the traveling public, contractors and Caltrans employees.

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### PUBLIC AND INTERNAL CONTACTS

Frequent contact, both written and oral, with outside agencies, the general public, internal Caltrans departments and private sector engineers regarding traffic issues.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to lift up to 40 pounds to waist and shoulder height, climb ladders, and perform traffic management team duties which include standing in adverse weather conditions for up to 12 hours at a time. Employee may be required to sit for long periods of time using a computer keyboard and video display terminal. Employee may be required to transport a laptop computer and portable printer while on field visits. Employee may be subjected to some stress related to making immediate decisions about projects under construction.

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## WORK ENVIRONMENT

Employee will primarily conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold, and work in a climate-controlled office under artificial lighting. Employee may also be required to travel out of the District occasionally.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

TERRY ERLWEIN, District Traffic Operations Engineer

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SUPERVISOR (Signature)

DATE

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