

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE 11/Traffic Operations	
WORKING TITLE Traffic Census Field Technician	POSITION NUMBER 911-350-3175-xxx	EFFECTIVE

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 as scheduled; 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, the incumbent will perform specific office and field duties required for maintaining, accumulating, evaluating, analyzing and reporting a variety of engineering data. It is essential that the incumbent is proactive when continually identifying and updating various needs as assigned, ensuring all project needs are met as defined by Department project schedule(s) and by the supervisor. Ability to frequently drive and work at various highway and freeway locations throughout District 11 (includes both San Diego and Imperial Counties) is highly desirable.

After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

50% (E)	Affix temporary road tubes across freeway ramps and across conventional highways using tape, metal clamps and a powder actuated nail gun. Remove temporary road tubes, nailed clamps and tape from freeway ramps and conventional highways. Install temporary radar equipment adjacent to live traffic. Connect Automatic Data Records (ADRs) to temporary road tubes and radar equipment and secure equipment with a chains and locks at individual site locations. Document the set and pick-up dates and times and other important notes. Maintain permanent and temporary traffic counting equipment at various locations throughout the District. Perform the above field duties adjacent to and in the traveled way without ramp or lane closures in accordance with the Traffic Census Code of Safe Practices General Operating Procedures.
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¹ 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

30% (E) Prepare and maintain ADR's and radars. Hand clean road tubes and manually reshape metal clamps. Download recorded count data into the appropriate Census data folders. Prepare and frequently update the District 11 Census count schedule.

10% (M) Review and edit Census data making estimates when needed based on historical trends, seasonal patterns and similar roadways. Reviews hourly count data and assists in the preparation of the annual District 11 Turn Around Document and annual ramp volumes document. Provide analysis and interpretation of traffic data to help the user understand what the data represents. Consult with Headquarters staff on location discrepancies, erroneous data and initiate corrective action(s).

10% (M) Collect, evaluate, calculate, and analyze various engineering data including but not limited to Post Mile Data and Collision Data. Consolidate data results and prepare reports. Review Project Reports and design plans and provide comments regarding various Traffic Operations Support elements. Perform other duties as required.

SUPERVISION EXERCISED OVER OTHER

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Ability to perform all field duties in accordance with the Traffic Census Code of Safe Practices General Operating Procedures.
- Ability to learn how to utilize various counting equipment, photographic equipment and post mile distance measuring equipment.
- Must be able to effectively and efficiently perform both field and office duties independently.
- Ability to use or learn how to use a powder actuated nail gun and other necessary tools.
- Ability to frequently drive and work at various highway and freeway locations throughout District 11 (includes both San Diego and Imperial Counties) is highly desirable.
- Must be able to effectively communicate orally, and in writing. Must be capable of dealing with citizen inquiries in a calm, professional manner. Must be able to establish and maintain friendly and cooperative relations with those contacted in the course of the work.
- Reason logically and creatively and use a variety of analytical techniques to resolve problems and provide count data.
- Must be able to multitask and adjust priorities to keep up with variable workloads and circumstances.
- Possess knowledge of fundamental traffic engineering principles, engineering mathematical formulas and ability to make engineering calculations.
- Ability to evaluate, analyze and interpret various types of engineering data.
- Ability to independently locate and reference appropriate standards, guidance and other sources of information.
- Ability to identify needs in a timely manner and to coordinate accordingly.
- Ability to learn how to access and utilize the Transportation System Network which includes but is not limited to the Census and Traffic Accident Surveillance and Analysis System (TASAS) databases.
- Ability to learn how to access and utilize Traffic, Operations Planning Software (TOPS).
- Ability to make neat and accurate computations and engineering notes and possess the ability to prepare various reports using Microsoft Office, Microsoft Excel & Microsoft PowerPoint software.
- Ability to apply sound judgment in independent situations and the ability to analyze factors capable of affecting results.

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- May be required to work longer than 8 hours per day when the assigned tasks require such a commitment.
- May be required to work Saturday's and Sunday's when the assigned tasks require such a commitment.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The consequences of incorrect decisions or actions can negatively impact the collection of count data. Failure to provide a timely response to problems or circumstance can affect many analysis including safety, and vehicle miles of travel. Errors in judgment and decisions could affect public safety and result in litigation against the State. Failure to perform assigned tasks properly may also result in sanctions against the State by the Federal government up to and including the loss of program funding. The incumbent's decisions will have a direct impact on the quality of the transportation facility and the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

Contact with the general public and outside agencies shall be deferred to the leadworker or to the Senior Transportation Engineer. Contact within the Caltrans functionaries is limited to that which involves input, participation or coordination related to the tasks and duties as assigned to the employee.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The employee will be primarily working outdoors at various highway locations throughout San Diego and Imperial Counties. In accordance with the Traffic Census Code of Safe Practices General Operating Procedures, the employee will be working in the traveled way without ramp or lane closures. Incumbent will be working with high-speed traffic, as well as in noisy conditions. Manual labor can be intense and frequent, from taping down road tubes, nailing clamps into the pavement, moving equipment, removing tape, removing nailed clamps (using a crowbar), hand cleaning road tubes and hand preparing metal clamps. The Employee will be required to move and carry various equipment including but not limited to numerous 15 pound (approximate weight) ADRs on a daily basis. Assigned duties also entail bending; stooping; kneeling, walking and standing on a regular basis. Employee will be exposed to outdoor conditions as mentioned in the Work Environment section below for variable durations of time. Employee will be required to travel to and from various locations on a daily basis, locations that can be over 3 hours away (one-way) from the District Office. When at the office the employee will use a keyboard and video display terminal for long periods of time.

It is not uncommon for workloads to rapidly increase due to external or internal factors. New tasks will be assigned and already assigned tasks will be reprioritized. The incumbent must be able to react quickly and positively to complete all assigned tasks effectively within an acceptable time frame as determined by the Traffic Operations Support Branch Chief or Branch Leadworker.

WORK ENVIRONMENT

The incumbent will be required to regularly travel to different locations within the District which includes both San Diego and Imperial Counties. The employee will be required to work outdoors and will be exposed to variable traffic conditions, dirt, noise, uneven surfaces, inclement weather and/or extreme desert heat and mountain cold. For office related duties the employee will work in a climate-controlled office under artificial lighting.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Signature Date

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

Supervisor's Name

Signature Date