CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Transportation Engineer Technician	**DISTRICT/DIVISION/OFFICE** Division of Traffic Operations Office of Systems Management Planning Operations Planning Branch	
WORKING TITLE Photolog Technician	**POSITION NUMBER** 913-350-3175-xxx	**EFFECTIVE DATE** June 2010

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, 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 direction of a Senior Transportation Planner, performs a variety of transportation engineering work of average difficulty in the Photolog, Traffic Census and Truck Weight Study programs. The Division of Traffic Operations uses photolog to assess existing lane configurations, develop striping plans, design layout, plan traffic studies, safety investigations, analyze signing issues.

TYPICAL DUTIES:

Percentage	**Job Description**
40% E	Records motion pictures using 35mm motion picture and digital cameras to record straight ahead and roadside shoulder views of all state highways. Captures motion pictures and still frame for the purpose of engineering, design, planning, programming, legal and other internal activities. Provides photolog recordings to internal and external customers through the internet and other publicly available means.
25% (E)	Catalogue photographic recordings and oversee the placement of images onto departmental websites. Assist with the dissemination of Photolog images to Headquarters Intranet server, district servers and private servers. Create and maintain index of original 35mm film and digital images for archiving by District-County-Postmile-Direction. Request prints to be used in court cases, presentations in legislative hearings. Secure and manage service contracts for the Photolog program such as purchasing and processing of film and the repair or replacement of Photolog equipment, Photolog van, hardware and software. Assist users to access Photolog data and various files.
20% E	Instruct and work with District Traffic Census Staff to setup, operate, maintain and troubleshoot Traffic Monitoring sites. This includes installation and operation of permanent and portable traffic counters. Obtain traffic counters and accessories to support the program. Consult with traffic counter vendors on operational issues and recommend solutions. Coordinate and lead as needed with special count requests. This will include leading District staff with the collection effort or working alone to setup and collect the data. The coordination effort could include working with maintenance for possible lane closures and CHP for traffic breaks.

5% E	Assist District Census Coordinators with Plans, Specifications and Estimates for Major and Minor contracts to construct Traffic Monitoring sites. Assist District staff with construction oversight, inspection of work, acceptance or rejection of work performed. Initiate corrective action for unacceptable work. Work with Engineering Design staff in Headquarters and Districts in insure latest Traffic Monitoring Station plans are incorporated into highway projects.
5% M	Update and maintain Traffic Volume information on Caltrans Transportation System Network (TSN). This includes submitting hourly counts, creating and deleting traffic volume locations and manually posting annual average volumes in TSN.
5% M	Using vendor supplied application software and Caltrans Transportation system Network (TSN) generate Traffic Data reports using daily data files from Traffic Monitoring equipment. Generate, disseminate and track hardcopy and/or electronic special reports as requested by various users.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise other employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

A basic understanding of the Caltrans Highway Network relating to alignment, geometric and characteristics of the roadway. Ability to operate 35mm motion picture and digital cameras. Ability to edit photo images.

Knowledge and basic understanding of:

- Various traffic surveillance equipment and design of traffic monitoring stations.
- Inductive loop detector theory and practice; use of piezo-electric axle sensors.
- Use of various types of electronic test equipment.
- Minor repairing of traffic count equipment and other electronic equipment.
- California Vehicle Code and Standard Plans and Specifications.
- Caltrans Code of Safe Practices.

Must be able to evaluate and ascertain validity of collected traffic data, Photolog data, roadway inventory, and analyze problems associated with data collection. Be able to determine how to retrieve information from stored computer data for various types of requests. Must have a basic understanding of data organization and use of analytical techniques in the initiation, coordination, monitoring and evaluation of Photolog, volume, roadway and other traffic data.

Basic knowledge of traffic engineering principles, mathematical formulas and calculations; use of personal computers and their programs (i.e. Windows 98/2000/XP, spreadsheet and data base programs). Must have the ability to reason logically and to express ideas and present information clearly, both orally and in writing.

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Working effectively and cooperatively with other team members to achieve common goals, and complete assignments in a group setting.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

Information gathered and generated by the Traffic Census and Photolog unit is used in the preparation of tort liability cases against the State of California. Lawsuits in the amounts of $1,000,000 and more are common. It is essential that the Department's legal staff have access to accurate historical and up-to-date highway inventory film (Photolog). Slow response to requests for film inventories may cause delays in the legal process and can be sued against the State of California as part of an overall negligence case presented by plaintiffs. The ability to make independent decisions and take appropriate actions while working alone in the field is an important attribute. The consequences to constructing bad traffic monitoring locations and gathering incorrect data could be the inaccurate calculation of the Annual Average Daily Traffic (AADT), accident rates, Traffic Indices (TI), Vehicle Miles of Travel (VMT) and freeway/highway design. Uncorrected mechanical or electrical failures or lack of working equipment could adversely affect program schedules and create additional costs.

Photolog staff has significant visibility and contact with the general public. Therefore Photolog staff have the responsibility of presenting a professional demeanor and positive image of Caltrans. Judgment errors will have direct impacts with regard to the public image of Caltrans.

PUBLIC AND INTERNAL CONTACTS

Independently confers with various programs within Headquarters (including Legal, Project Development, Maintenance, Construction, Information Systems) and the Districts. External contacts include representatives from Federal Highway Administration, SHRP, Universities and Photo imaging vendors. Photolog staff have extensive contact and visibility with the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

While at the base of operation the employee will sit for prolonged periods. Using a keyboard and video display for prolonged periods.

While in the field the employee must be able to lift and place traffic counting equipment, work adjacent to high-speed traffic for significant periods and function under the Traffic Census Code of Safe Practices. Endure long hours of continuous driving.

This position also requires a high degree of independent work, thought and decision making. Due to the variability of road conditions, weather, traffic congestion and other factors, staff must be able to adjust schedules and plans frequently and often with little advance notice.

WORK ENVIRONMENT

Extensive travel to Districts and construction jobs. Filming roadways requires statewide traveling as different Districts are filmed each year. Travel is usually for a one-week period each time out. The employee will be required to work outdoors. Employee will be exposed to dirt, noise, uneven surfaces, extreme heat and cold. Numerous hours will be spent driving. Air Travel is required. Occasional night work required.

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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.)

Employee	Employee Signature Date

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

Supervisor	Supervisor Signature Date