

**STATE of CALIFORNIA – DEPARTMENT of TRANSPORTATION**

**POSITION DUTY STATEMENT**

PM-0924 (REV 10/2011)

<b>CLASSIFICATION TITLE</b> Transportation Engineer (Civil)	<b>DISTRICT/DIVISION/OFFICE</b> District xx/Traffic Operations/TMC-TMT	
<b>WORKING TITLE</b> Traffic Management Team Leadperson	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>

**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 or when an emergency responder requests you; 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.**

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**GENERAL STATEMENT:**

The incumbent works under the supervision of the Transportation Management Center Branch Chief, a Senior Transportation Engineer, and is the Traffic Management Team (TMT) Leadperson. The incumbent works in coordination with Transportation Management Center and Maintenance staff in response to incidents, special events and other unusual conditions requiring traffic management. The incumbent has latitude for independent judgment, but must seek assistance when needed. This position is subject to call-outs, holiday work, and occasionally requires non-standard shifts and overtime, usually without prior notice. A valid California Drivers License is required.

**TYPICAL DUTIES:**

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

- 40% (E) Major Incident Response – Responds to major incidents to assess and evaluate resulting traffic impacts and coordinates with TMC, CHP, Maintenance staff and others to implement strategies to reduce traveler delay and improve mobility. Coordinates the use of changeable message sign (CMS) trucks, portable CMS, and other traffic control items, and advises TMC of changing conditions and clearance activities for dissemination to Caltrans management.
- 30% (E) Special Events, Maintenance and Construction Coordination – Coordinates traffic control planning with the Permits Branch, TMC, DTM, Maintenance, CHP, and private entities for special event activities, and with Maintenance or Construction staff for their respective activities and determines sign packages accordingly in an effort to ensure orderly traffic flow, safety, and to reduce traveler delay and improve mobility.
- 15% (E) Training and Record Keeping – Attends training and provides informal training to Maintenance staff on field traffic management activities and the I-15 HOV field operations. Participates in internal and external teams for traffic management planning or critiques. Coordinates with dispatch, Maintenance and CHP to gather incident data and maintains records of TMT activities for reporting to the District and Headquarters.
- 10% (E) Emergency Preparedness – Develops and coordinates traffic control planning with others for implementation in the event of local or regional emergencies.
- 5% (E) Route Surveillance – Provides surveillance during off-peak and occasional peak hours to assess traffic characteristics, collects data to support or modify operational conditions for the orderly flow of traffic, validates working conditions of field elements, and coordinates with TMC staff.

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**SUPERVISION EXERCISED OVER OTHERS**

As Leadperson, the incumbent does not supervise, but assigns work and provides direction to other TMT members including Engineering Technicians and Maintenance workers, and provides on-the-job training. During traffic management activities, the incumbent provides direction to alternate TMT members including Maintenance staff. When staff is assigned, incumbent is a communications link between the Branch Chief and assigned staff, and provides input on staff performance.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of traffic management principles, traffic control, standard safe operating practices of the Department, and computer software applications for data acquisition. Knowledge of route surveying, detour planning, and traffic control operations for Maintenance and Construction activities as well as special event activities.

Ability to analyze traffic conditions rapidly, take action, and make effective recommendations safely during emergencies or other unusual conditions; drive and operate a CMS truck or other vehicle, and operate portable or fixed CMS; carry and place cones, barricades and detour signs; remain calm and in control, and communicate clearly and concisely in English over the Caltrans two-way radio system and phones; organize data and information in a logical manner, and be resourceful and innovative in accomplishing tasks; plan work assignments, and establish and maintain cordial and cooperative relations with those contacted in the course of work.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. The incumbent is responsible for completing assigned tasks and performing them safely and satisfactorily.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent may coordinate and communicate with various Caltrans staff, CHP, other allied agencies including police and fire personnel, other Districts, consultants, and the public. The incumbent must be able to work with all team members cooperatively in any given emergency or planned situation.

**WORK ENVIRONMENT**

The incumbent will work in a climate-controlled office under artificial lighting and on State highway facilities. During field operations, the incumbent will drive a CMS truck or other vehicle, and may sit for long periods of time in various weather conditions. Due to the circumstances of on-going activities, overtime may be required, sometimes without prior notice, and requested vacations may be restricted or delayed. The incumbent may also be requested to work nights or weekends. The standard shift for this position begins at \_\_\_\_\_ and ends at \_\_\_\_\_.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to drive and operate a CMS truck or other vehicle, and occasionally attach and relocate portable CMS trailers. Designing detours and placing traffic control elements such as cones, barricades, and signs on a highway may also be required. The incumbent may also be required to carry plans, telephone and paging equipment, and other essential items. Pre-operation activities of the assigned vehicle are required. Due to the close working conditions with CHP and other emergency responders, the incumbent may be exposed to incident details that are graphic in nature. The incumbent is expected to perform in a professional manner.

**I have read, understand and can perform the duties listed. (If you believe you may require accommodation, please discuss this with the hiring supervisor.)**

\_\_\_\_\_  
Employee (Print) (Signature) Date

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

\_\_\_\_\_  
Supervisor (Print) (Signature) Date