

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer, CT/Civil	OFFICE BRANCH/SECTION 03/Traffic Operations/Traffic Management Center Branch	
WORKING TITLE Chief, Regional Transportation Management Center	POSITION NUMBER 903-350-3161-XXX	EFFECTIVE DATE 07/01/2015

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 general direction of the Office Chief, Traffic Operations, a Supervising Transportation Engineer as first line supervisor, has charge of varied and difficult transportation engineering work involving the supervision of engineers and others engaged in the operation and management of the District 3 Regional Traffic Management Center (RTMC) and incident response.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
65%	E	Supervise and manage the 24 hour a day, 7 days a week operation of the RTMC. Includes developing and providing unit performance measures and expectations regarding the safe and efficient operation of the highway network and office, training technical staff, and assisting them in the operation of the RTMC. Maximize public safety and minimize motorist delay resulting from incidents and congestion by analyzing the incidents, providing engineering judgment, and communicating information to the public to make informed decisions.
20%	E	Represent the TMC at the Regional and Statewide level for development and implementation of Incident Management Planning, Tools, Performance Measurements, Emergency Evacuations and Traveler Information. Represent the District on the Regional STARNET Partnership Steering Committee. Identify and communicates needs, analysis, recommendations to internal and external personnel including district managers, CHP, and other stakeholders regarding operations, responsibilities, and activities of the RTMC.
5%	E	Supervise and manage traffic incident response, including coordination and direction of Maintenance TMT in the Sacramento Metropolitan area.
5%	E	Coordinate with the Kingvale Satellite Operation Center and winter operations programs associated with I-80, US 50 and Tahoe Basin highways.
5%	M	Plan and prioritize improvements to the RTMC, by serving on the RTMC Building Operation Committee. Identify future needs and provide direction on the development of Traffic Operations Systems (TOS) elements and projects.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position supervises a varying staff of Transportation Engineers, Transportation Engineering Technicians, dispatchers, and others. Occasionally there will be the added supervision of Student Assistants or rotational staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of traffic behavior and congestion patterns.
- Ability to quickly assess highway incidents and the impact to the transportation network. Must be able to quickly and accurately prioritize incident needs, provide engineering judgment, and to clearly communicate those needs to responding personnel.
- Ability to communicate effectively and efficiently with Maintenance, Construction, Permits Engineers, Law Enforcement, Emergency Service Providers, Transit Agencies, other governmental agents, and the media.

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- Knowledge of traffic management systems and techniques.
  - Knowledge of methods to communicate with the public regarding traffic incidents.
  - Knowledge of the functional and organizational characteristics of the Division.
  - Knowledge of District functions, policies, procedures and operations.
  - Knowledge of computers and the Department's standard software.
  - The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes.
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the decisions made regarding the communication and assessment of incidents and events regarding traffic management. Errors could result in increased delays and costs to the travelling public. Bad decisions or failure to respond to traffic incidents in a timely and effective manner could also result in complaints, economic loss, and poor public image of the department.

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### PUBLIC AND INTERNAL CONTACTS

Must be able to respond to inquiries and provide accurate and factual information; should be able to deal effectively with others. Incumbent will be expected to communicate with numerous people, both within and outside of the Caltrans organization. Will be expected to communicate and work effectively with the California Highway Patrol (CHP) co-workers in the RTMC and in the adjacent CHP Communications Center.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling.

Mental requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include: interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

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### WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Indoor lighting may be dimmed in places to provide better view to computer screens and television monitors. Employee may also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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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