

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION POSITION DUTY STATEMENT
 PM-9024 (REV 9/2001)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION District 5 TMC San Luis Obispo District Office	
WORKING TITLE TMC Technician/Operator	POSITION NUMBER 905-600-3175-xxx	EFFECTIVE DATE

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 regularly and on time; 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:

The duties for this position include the operation of the Caltrans/CHP Transportation Management Center (TMC) and related dispatch and traffic management activities performed within the D5TMC. Work shifts may be outside normal working hours. Overtime and weekend work may be required. Incumbent will serve as a backup for the Traffic Management Team. Must pass a Department of Justice background check and sign California Highway Patrol form 101A annually. Also, must possess an unrestricted Class C California Drivers License.

TYPICAL DUTIES: Percentage 100% Job Description

- | | |
|--------|---|
| 50%(E) | Assist in the coordination of traffic management activities related to Traffic Management Center operations. This includes gathering information from the California Highway Patrol (CHP) Computer Aided Dispatch (CAD) system and CHP/Caltrans radio frequencies, providing traffic information, creating and/or updating incident logs Service Requests, TMCAD with information regarding to maintenance/construction/permits activities and incident information status updates received from field personnel. Lane/roadway closures on freeways, bridges, ramps and connectors and State Routes. Process D5 RIBS (Road Information Bulletins) LCS for planned and Emergency Traffic Management Operations reviews, assists with inputs, approval/cancel/1097-1098 times of closures, maintenance, construction projects and notification to HQ CHIN for detours/delays. |
| 15%(E) | Operate/monitor TMC CCTV's for traffic and operational data for related traffic management purposes. This may includes data on traffic speeds, volumes, accidents, vehicle delays, que management, maintenance lane closures, TMTS, special events, and incident management. Work with other Districts in Traffic Management during Major/Reportable events (i.e. emergencies, closures, accidents, earthquakes ,structures, wildfires, hazmats, or weather incidents.) |
| 15%(E) | As a backup member of the Traffic Management Team (TMT) incumbent may be on call for traffic emergencies and queuing in construction and maintenance work zones. May plan and manage traffic control for special events in the district. Observe, record, and help maintain data for the TMC operation of District field offices related to Traffic Management Center activities Area Supervisor coverage, Fire Dangers, rainfall totals etc. |

10%(E) Provide day-to-day operation of the Caltrans/CHP Traffic Management Center. This can include operating traffic management systems for the District freeways, such as Changeable Message Signs, Highway Advisory Radios, California Highway Information Network (CHIN) and CCTV's. May be Involved in SIGALERTS, AMBERALERTS, HAZMATS Major Incident Reports to DD,DDD and HQ with Executive notifications for Reportable Incidents such as Fatalities, Earthquakes, State or personnel involved accidents and/or injury and sensitive/confidential information.

10%(M) Perform a variety of related duties in the TMC. Dispatch units using telecommunications terminals, CHP, police/fire department type radio and associated equipment. Take emergency and routine calls, exercise judgment in prioritizing calls and dispatching units, and provide information to supervisors/crew personnel regarding property, response time, and hazard/non-hazardous situations. Receive information from CHP, police/fire, public, field crews and/or agencies; determine availability and location of units and dispatch appropriately.

SUPERVISION EXERCISED OVER OTHERS:

This position carries no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

- TMC will dispatch crews using a multi-frequency channel radio, law enforcement type telecommunications terminals, computer terminals, phone and radio associated equipment.
- Ability to give accurate and frequent reports to media concerning traffic incidents is essential.
- A basic knowledge of, or a willingness to learn, the fundamentals of highway operations also desirable.
- Able to perform basic highway capacity analysis to determine effects of changing conditions on the District freeways. This includes assessments of the impacts that heavy vehicles, buses, weather, accidents, stalls, maintenance lane closures and other factors have on highway capacity.
- Ability to establish and maintain professional and cooperative relations with those contacted in the course of the work, and to communicate effectively.
- Knowledge of the functional and organizational characteristics of the Division.
- Knowledge of computers and the Department's standard software. Ability to learn and operate various electronic and computer equipment used in the Traffic Management Center.
- 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. The single most important requirement of this position is the ability to learn a variety of traffic operation techniques and apply that skill in a reasonable and professional manner dealing with pressure during stressful situations.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The activities of the Transportation Management Center Operations Unit relate directly to the health and safety of the traveling public, as well as State employees operating in the field. Errors could have results varying from increased travel delay to potentially hazardous traffic conditions.

