

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician	08-608 Maintenance Engineering (EFIS#2344)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TMC Technician	908-608-3175-XXX	

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 the supervision and direction of a Senior Transportation Engineer, the incumbent will perform nonprofessional engineering duties in the Transportation Management Center (TMC) with responsibilities related to monitoring and evaluating urban freeway system operations and minimizing delays caused by congestion. This position requires constant changes in work hours and days to meet the operational needs of the TMC. The incumbent may work intermittent shifts, weekends, and holidays. Work assignments in the TMC require the incumbent to successfully complete a background investigation per California Highway Patrol (CHP).

TYPICAL DUTIES:

Percentage		Job Description
	Essential (E)/Marginal (M) ¹	
50%	E	Monitor and analyze real time data through the District's Advanced Transportation Management System (ATMS) and other inputs. Prepare accurate traveler information messages for various devices such as the CHP media information bulletin board, changeable message signs, highway advisory radios (HAR), and other communication systems as needed. Alerts department staff and management of relevant events. Coordinates Traffic Management Team (TMT) activities with District Dispatch and CHP.
35%	E	Operate various equipment in the TMC including but not limited to ATMS workstation, District weather information system, CHP Computer Aided Dispatch (CAD) System, HAR, and other various systems such as lane closure system, Traffic Management Center Activity Log (TMCAL), DIAL8 telephone, fax, two-way radio systems, and paging programs.
5%	E	Performs simple calculations for reduction of traffic. Prepares charts and diagrams related to freeway operation and assists in preparing reports. Assists with preparation of traffic investigations.
10%	M	Provide back up support and assistance to dispatchers. Operates radio-telephone equipment, handles radio communications, and exercises independent judgment and initiative in emergency situations. Receives calls requesting assistance to maintain highway and freeway systems. Dispatches mobile units to specified points as directed. Monitors District radio transmissions. Makes telephone requests for ambulance and tow service. Monitors road and weather condition information and disseminates to various interdepartmental functional units, a variety of other organizations, and indirectly to the public. Maintains logs of messages and road, lane, and ramp closures. Prepares reports and records.

¹ESSENTIAL 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 is designated as rank and file under collective bargaining and does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of traffic characteristics, the District freeway system and surrounding highway network as well as an understanding of the fundamentals of two-way radio communication and procedures. Knowledge of basic math for traffic reduction and data calculations; must be able to develop knowledge and understanding of basic fundamentals of nonprofessional engineering leading to the ability to analyze traffic situations. Proficient with computer programs and software such as Microsoft Office and other general office software. Ability to communicate clearly both orally and in writing; follow oral and written instructions; prepare short written messages. Ability to work cooperatively with others.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Must be able to perform multiple tasks during emergencies and provide TMC and dispatch support throughout an emergency. Ability to comprehend, interpret, and analyze radio and telephone messages and observations from the freeway operations status display (geographical, real time, database) in order to take proper action and make appropriate notifications to staff and/or management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Assists in making decisions concerning the operation of information systems in the TMC. Errors in judgment may result in increased delay/congestion and liability to the State.

PUBLIC AND INTERNAL CONTACTS

Must be able to meet and communicate frequently with internal and external partners including Caltrans staff, CHP staff, other local agency staff, and the media.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using multiple keyboards and video display terminals. Must be able to perform multiple tasks during emergencies and stressful situations. This position may require working irregular hours including night shifts, weekends, and holidays. Must demonstrate emotional stability and even temperament; show willingness and initiative to take independent and appropriate action.

WORK ENVIRONMENT

The incumbent will work in a control room facility under dimmed artificial lighting and climate-controlled temperatures. The incumbent may be exposed to considerable noise from multiple communication radios and telephones.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE