As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:
This position is under the general direction of the District 5 Division Chief of Traffic Operations, a Supervising Transportation Engineer, who will provide general guidance, policy determinations and resolution of problems. The Transportation Management System (TMS) Maintenance and Operations Branch Chief has charge of difficult electrical engineering work involving the supervision of journey level electrical engineers, technicians and electricians engaged in Traffic Management System Maintenance and Operations.

CORE COMPETENCIES:
As a Senior Transportation Electrical Engineer, Supervisor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making:** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Innovation)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence - Pride)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>E/M Percentage</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>E</td>
<td>Supervise and provide guidance and support for the maintenance of the TMS in the District including: monitoring TMS unit up-time health and generation performance reports; managing all TMS unit inventory; developing efficient troubleshooting and repair processes to minimize TMS unit downtime; tracking TMS unit issues utilizing TRAC and IMMS; performing preventative maintenance checks. Participate in statewide functional maintenance managers meetings.</td>
</tr>
</tbody>
</table>

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
Supervise and provide guidance and support for the operation of the TMS in the District including:
developing architecture standards; participating in the SHOPP program and Asset Management; initiation
and reviewing projects for new TMS and life cycle replacement plans; participating in research and
development of new TMS units, central system hardware and software; managing the central system
hardware, software and network; keeping the inventory data for new and replaced TMS units. Participate
in statewide functional traffic operations managers meetings. Review PS&E for projects with TMS
elements. Provide TMS element verification for all capital projects.

Initiate Minor B and HM4 TMS projects. Lead and direct staff to provide electrical PS&E for these projects
and other projects initiated by Maintenance Design.

Supervise, hire, develop and train staff. Clearly communicate the organization's mission, vision, and
strategic management plan and strategies. Ensure that staff is familiar with the Division's business plan
and principles, and that they understand the branch expectations and duties as described in their duty
statement. Provide staff the resources needed to perform their assigned duties successfully (e.g., tools,
equipment, materials). Schedule work assignments, establish priorities, and direct the staff work making
adjustments as necessary due to changing priorities. Encourage innovative solutions from staff and serve
as a role model by striving for continuous improvement. Provide feedback on job performance to the
employee that entails critical, constructive, and ideally oral and written feedback, through the regular
monitoring of their productivity and work load. Prepare timely probation reports and individual
development plans; provide training opportunities within the unit. As necessary, employs the necessary
action to address performance issues (corrective, adverse, etc.).

Supervise and provide guidance and support for the Signal and Lighting Coordinator, District Utility
Coordinator for electrical field elements, and the District Electrical Maintenance Agreement Coordinator.
Make decisions on electrical cost sharing with local agencies. Oversee auditing of electrical utility billing
and IMMS. Coordinate between the TMS database and IMMS for accuracy.

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
The incumbent will directly supervise a staff composed of Transportation Engineers, Electrical Engineering Technicians and
Electricians. The incumbent may be called upon to act as District 5 Division Chief of Traffic Operations periodically.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of:
* Electrical engineering principles and their application to TMS maintenance and operations
* Electrical engineering principles and their application to design, construction and maintenance process
* Electrical and Electronic theory as applied to traffic control systems, components, circuits and troubleshooting
* Computer applications for database management, spreadsheets, word processing, computer aided design and drafting
  (CADD)/Microstation and file manipulation
* IMMS, Electrical Maintenance Agreements, Electrical Utility Billing

Ability to:
* Perform field trips for the Traffic Division
* Work independently and collaborate as part of a team
* Represent the Department in meetings
* Negotiate with local agencies for cost sharing
* Perform complex mathematical calculations
* Effectively communicate both verbally and in writing at a level required for successful job performance
* Prepare technical reports and other project related documentation
* Make appropriate, reasonable, feasible, defensible decisions and recommendations
* Good personal interaction skills and the ability to effectively deal with others in various situations

Analytically:
* Check accuracy of own work and the work of others
* Develop, review, and recommend project alternatives
* Understand engineering principles and design standards
* Analyze situation accurately and take effective action
RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The employee makes decisions on matters regarding the TMS. Specifically, these decisions involve a wide range of measures to ensure state highways operate efficiently and safely. Failure to implement sound and reasonable engineering decisions may affect traffic safety, data quality, and tort liability.

PUBLIC AND INTERNAL CONTACTS
Daily contact with the public, contractors, engineers, and with all levels of Caltrans and local agency staff, elected officials, and law enforcement agencies is common. Employee must have the ability to clearly communicate technical data in written form and verbally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent must be able to meet the following requirements:
The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employee may be required to sit or stand for long periods of time using a keyboard, mouse, video display terminal. Other physical requirements include, but are not limited to climbing stairs, lifting/carrying/moving objects (i.e. files, books, binders, plan sheets, boxed reports); walking on uneven surfaces, up/down slopes, and adjacent to traffic.

*Employee will be required to use a computer for day-to-day work.

*Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

*Employee will be required to travel to the field.

Mental Requirements:
*Grasp the essence of new information and master new technical knowledge.
*Simultaneously work on several work assignments and/or deadlines.
*Work within a noisy and occasionally distracting work environment.
*Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:
*Deal with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations.
*Must have the emotional ability to maintain a positive, customer service oriented attitude
*Resolve emotionally charged issues reasonably and diplomatically
*Develop and maintain cooperative working relationships with all contacts
*Receptive to change, new information, and new situations
*Non-standard work hours may be required and vacation restricted during peak times

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The noise level in the work environment is usually moderate. 

While performing the duties of this job, the employee frequently drive a state vehicle, works outside to conduct field reviews or collect field data. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, rain, heights, and moving vehicles or equipment.

While performing duties and conducting official State business, the State vehicle may be equipped with Global Positioning System (GPS).

Travel, including one-day or multiple overnight trips, may be required.
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

ADA Notice  For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.