

VIRGINIA DEPARTMENT OF TRANSPORTATION

TRAFFIC ENGINEERING DIVISION

INSTRUCTIONAL & INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Administrative		NUMBER: IIM-TE-385.0
		SUPERSEDES: None
SPECIFIC SUBJECT: Roles and Responsibilities of District Traffic Engineers (DTEs)		DATE: January 3, 2017
		SUNSET DATE: January 3, 2021
DIRECTED TO: Regional Operations Engineers/Directors Regional/District Traffic Engineers District Maintenance Engineers District Location & Design Engineers District Transportation & Land Use Directors Regional Operations Maintenance Managers Regional Traffic Operations Managers Residency Engineers/Administrators	APPROVAL: /original signed by/ Raymond J. Khoury, P.E. State Traffic Engineer Richmond, VA January 4, 2017	

BACKGROUND

Since 2006, VDOT's nine Construction Districts have been grouped into five Operations Regions which provided traffic engineering, traffic asset maintenance, and traffic operations support to the Districts.

Effective January 25, 2017, VDOT is realigning its reporting structure in four Districts (Bristol, Lynchburg, Culpeper, Fredericksburg) so that the traffic engineering and traffic asset maintenance staff in those Districts report to the new "District Traffic Engineer" position, who will in turn report to the District Maintenance Engineer. This organizational change was announced in an email from the Commissioner on September 23, 2016 (see Attachment).

The four affected Districts will continue to be supported by the applicable Region for traffic/ITS operational functions (Traffic Operations Centers, signal operations, etc.).

There is no change to the reporting structure of the other five Districts; all operations staff to include traffic engineering, traffic asset maintenance, and traffic operations staff will continue to report to the Regional Operations Engineer/Director. In those five Districts, the position formerly known as "Regional Traffic Engineer" (RTE) will be re-designated as "District Traffic Engineer" (DTE); similarly, the position formerly known as "Regional Operations Maintenance Manager" (ROMM) will be re-designated as District Operations Maintenance Manager (DOMM).

Purpose and Need

Effective January 25, 2017, all responsibilities previously designated by a VDOT Governance Document to be the responsibility of the “Regional Traffic Engineer” are now the responsibility of the “District Traffic Engineer”.

Governance Documents affected by this Memorandum include the VA Supplement to the MUTCD, the Virginia Work Area Protection Manual (VWAPM), the Traffic Operations and Safety Analysis Manual (TOSAM), and various I&IMs such as [TE Memo 365](#) (Speed Limit Change Process), [TE Memo 350.1](#) (Work Zone Speed Limits), and [IIM-TE-384](#) (Pedestrian Accommodations at Unsignalized Locations).

District Name	Current Operations Region	DTE Position Reports To:
Bristol	Southwestern Regional Operations (SWRO)	District Maintenance Engineer
Salem	SWRO	Regional Operations Engineer/ Director
Lynchburg	SWRO	District Maintenance Engineer
Richmond	Central Regional Operations (CRO)	Regional Operations Engineer/ Director
Hampton Roads	Eastern Regional Operations (ERO)	Regional Operations Engineer/ Director
Fredericksburg	CRO	District Maintenance Engineer
Culpeper	Northwestern Regional Operations (NWRO)	District Maintenance Engineer
Staunton	NWRO	Regional Operations Engineer/ Director
NOVA	Northern Regional Operations (NRO)	Regional Operations Engineer/ Director

CC:

Mohammad Mirshahi, P.E. – Deputy Chief Engineer
Bart Thrasher, P.E. – L&D Division Administrator
Dean Gustafson, P.E., PTOE – Operations Division Administrator
Kerry Bates, P.E. – Construction Division Administrator
Kendal Walus, P.E. – Structure & Bridge Division Administrator
JoAnne Maxwell – Governance & Legislative Affairs Division Administrator
District Engineers/Administrators
Catherine McGhee – VTRC Director
Jessie Yung, P.E. – FHWA Virginia Division Acting Administrator

ATTACHMENT – COMMISSIONER’S EMAIL DATED 9/23/16

My Fellow Employees:

I have important news to share with you regarding changes in Traffic Engineering and Regional Operations.

I want to ensure you that our employees are empowered at the appropriate levels within the VDOT organization to carry out and execute the duties necessary to accomplish our mission.

To that end, I requested leadership to evaluate the traffic engineering operations’ organizational structure and to provide me with recommendations to prepare for future traffic engineering needs. I am writing to share the changes in our alignment of traffic engineering field staff.

In recent years, the professional traffic engineering capabilities in the districts have advanced significantly enabling a greater delegation of decision making and work in the area of traditional traffic engineering functions.

Effective January 2017, the traffic engineering staff and traffic control device maintenance employees in the Bristol, Culpeper, Fredericksburg and Lynchburg districts will organizationally report to the district where they reside and serve.

This change will not affect the regional operations reporting structure within the other five districts or the traffic operational functions (Safety Service Patrol, Traffic Operations Centers, Intelligence Transportation System Maintenance and Operations, Signal Operations, Incident Management Coordination and Tunnels).

No layoffs or forced relocations will be associated with this change; however, it will affect the work of some regional operations employees, so the District Engineers and Regional Operations Directors will work to lessen the impacts of this transition.

The District Traffic Engineer in the four affected districts will have full delegated authority for all traffic engineering decisions within the district. The Regions will continue to provide support and specialized services (e.g. regional contracts, modeling, and specialized design).

This change allows for a greater focus on the operations functions necessary to maximize the performance of the statewide transportation system. This requires hands-on situational awareness of traffic conditions, proactive incident management, real-time corridor management and support of the ongoing evolution of intelligent transportation system advancements, including connected and autonomous vehicles.

The Regional Operations organization will continue to be an essential part of the department as technology and innovation present new challenges and opportunities in the future.

I would like to thank all of those employees involved in making this important transition so VDOT is better positioned to achieve our mission to serve the traveling public.

Sincerely,

Charlie Kilpatrick, P.E.
Commissioner