



Traffic Engineer

Summary

Plan, organize, direct, staff, and control the activities, programs, and operations of the Public Works Traffic Division, including the development, review, coordination, and planning of municipal traffic systems, safety, operations, and programs; supervise the work performed by subordinate staff; coordinate and participate in the development and implementation of Division goals, objectives, policies, and procedures.

Class Characteristics

General direction is provided by a higher-level manager. Responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

This is a single position, management-level class. The position fulfills the requirements and responsibilities of traffic engineer as defined and described in the City's Municipal Code, Chapter 11.08, and also in other applicable City ordinances, resolutions, standards, and policies. The incumbent functions as an assistant to the department director, performing duties that emphasize both field and office traffic engineering, including the design and review of capital improvement, transportation development, and related engineering plans and specifications. The incumbent has advanced project management responsibilities including cost estimation, budgeting, and ensuring contract compliance with engineering standards, as well as managing and directing the work of contractors as required.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, coordinate, supervise, and perform traffic engineering and transportation planning activities; prepare or direct the preparation of plans, specifications, and estimates pertaining to construction, maintenance, and operation of traffic facilities and equipment; plan, organize, direct, and supervise the work of assigned staff; assist in the development of goals, objectives, policies, and budgets for the department.

Administer, manage, and support a wide variety of traffic, transportation, and other public works projects and contracts related to the development of parking lots and other public facilities, traffic channelization, the installation of control devices such as traffic signals and signs, and other traffic-related concerns; prepare and approve cost estimates and construction plans; administer contracts; research project design requirements, check computations and specified materials for accuracy and conformance with regulations.

Prepare budgets and requests for proposals for capital improvement projects; check legal descriptions and cost estimates; interpret plans and specifications for contractors and determine

contractual compliance with engineering standards and specifications; interpret and administer applicable ordinances related to project requirements; coordinate the signing of new projects.

Supervise and develop professional engineering plans, specifications, studies, reports, legal descriptions, contracts and correspondence; authorize progress and final payments to contractors based upon field inspection and document review; perform field inspections and surveys for projects as required.

Plan, coordinate, supervise and participate in complex traffic studies; research, coordinate and prepare recommendations on traffic issues such as plan lines, street improvement programs, freeway project studies and general plan transportation elements for streets, pedestrians and bicycles; reviews and analyzes developers' street fee obligations and assessments; prepare grant applications for state and federal funding; review and prepare environmental impact reports; coordinate transportation system management programs.

Oversee and manage street and traffic improvement grants including the preparation and submission; ensure compliance with rules, regulations, and requirements of grant funding and grant monitoring agencies.

Provide technical support in the updating of the traffic circulation element of various City projects; review reports, plans, and maps submitted by engineers and developers for conformity with laws, ordinances, City imposed requirements, and accepted professional standards with the goal of protecting the health, safety, and welfare of the community; interpret specifications based on City policy.

Provide technical management of City traffic signals and controllers including management of a traffic signal infrastructure preservation plan.

Manage the pavement maintenance capital program; provide strategic planning for improving conditions of the City's streetscape.

Provide traffic engineering impact analysis of development projects, encroachment permits, and work order requests.

Coordinate, supervise and perform the investigation of traffic-related complaints and field problems affecting the public, property owners, contractors, maintenance staff, and traffic operations; assign and oversee the collection of data; may inspect project sites to assist in solution of difficult problems; initiate and process traffic work orders.

Provide administrative and traffic engineering assistance and advice to developers, contractors, consultants, City management, commissions, committees, other agencies, and the general public; resolve complaints and problems and ensure successful project completion; evaluate and make recommendations regarding environmental documents, traffic studies, and project traffic impacts on congestion, safety, and operational feasibility.

Develop and recommend revised design and construction policies, procedures and standards for traffic, transportation and other public facilities; research publications and industry information sources and attend conferences and continuing education courses to keep abreast of new developments and legislation in the field of traffic and public works engineering.

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Represent the department and provide presentations and advice to citizen groups, the Traffic Advisory Committee, the Planning Commission, the City Council, the Sonoma County Transportation Authority, Caltrans and other local, state, and regional agencies.

Coordinate and manage neighborhood traffic studies with the police department, schools, Caltrans, and other related entities.

Maintain and utilize advanced technology and state-of-the-art computer programs to evaluate and implement traffic safety, planning and operations improvement alternatives.

Serve as liaison with regional transportation agencies for City projects, programs, and grants.

Perform related duties as assigned.

Skills/Abilities:

Manage a variety of traffic engineering functions and projects.

Analyze and prepare traffic-related reports, designs, specifications, and plans.

Plan, organize, schedule, assign, direct, and evaluate the work of others; organize work, set priorities, and exercise independent judgment.

Coordinate and administer traffic-related development projects; review consultant designs; administer contracts.

Plan, develop, implement, and analyze traffic engineering studies; make complex engineering computations; check, design, and supervise the construction of a wide variety of public and private facilities.

Make sound decisions regarding complex traffic issues.

Develop and administer project and operational budgets.

Analyze traffic engineering data and reports; evaluate alternatives and reach sound conclusions.

Prepare clear, concise, and accurate reports and correspondence.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles, practices, and methods of traffic engineering including planning, design, construction of traffic, transportation, and public works projects.

Principles and practices of public administration including budgeting, procurement, contracting, and personnel management.

Principles and practices of effective supervision.

Principles and practices of pavement management.

Financial planning and grants management.

Traffic planning and operations techniques.

Environmental report processes, including those required by the California Environmental Quality Act (CEQA).

Land use laws and regulations.

Effective contract administration methods and procedures.

Traffic, transportation, and civil engineering as related to public works projects.

Effective report writing requirements and techniques.

Current applicable traffic and design manuals; computers and computer modeling software.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in traffic, transportation, civil engineering, or a related field.

Experience:

Five years of progressively responsible professional engineering experience in traffic, transportation, or civil engineering, including two years of supervisory experience.

Certifications/Licenses:

Registration as a Professional Traffic Engineer in the State of California with good standing.

Registration as a Professional Civil Engineer in the State of California is highly desirable.

Possession of a valid California Class C driver's license.

Special Requirements:

Must be willing to work outside normal working hours when necessary.

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Department: Public Works & Utilities

FLSA Status: Exempt