



City of Waukeee Traffic Engineer

SALARY	\$107,411.00 - \$141,386.00 Annually	LOCATION	Waukeee, IA
JOB TYPE	Full-Time	JOB NUMBER	2025FallTrafficEngineerPW
DEPARTMENT	Public Works	OPENING DATE	09/02/2025
CLOSING DATE	9/16/2025 4:00 PM Central		

JOB PURPOSE

Under general direction prepares and reviews engineering designs, plans, specifications, and cost estimates for public infrastructure projects. Assists with the preparation of the City's annual Capital Improvement Program (CIP). Prepares and reviews traffic engineering studies and reports for public improvement and private development projects. Responds to public works related inquiries and concerns from citizens and contractors.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Leads through staff selection, orientation, training, performance management and discipline according to standard operating procedures, City policy and departmental rules and regulations.
- Prepares and reviews designs, plans, specifications, and cost estimates for public infrastructure projects including traffic control, capacity or safety improvements.
- Coordinates and oversees staff in daily traffic operations including traffic signals, signs and pavement markings installation, maintenance and repair.
- Plans, organizes and conducts traffic data collection and analysis, including high-resolution data and traffic signal performance measures.
- Prepares and reviews traffic engineering studies and reports. Studies may include operations and safety studies, traffic control and signal warrant studies, traffic impact studies, vehicle count and speed studies, gap studies, and traffic sign or pavement marking studies.
- Development, implementation and evaluation of traffic signal timing plans to achieve operational and safety goals.
- Coordinates with contractors, consulting engineers, surveyors, inspectors, utility representatives and other officials to gather and disseminate information and maintain records necessary to complete public improvement requirements.
- Assist with GPS data collection for sign and fiber optic inventory or installation, as needed.
- Responds to inquiries and concerns from residents, businesses, and contractors regarding traffic engineering related issues, completes on-site investigations, prepares reports, correspondence and communications, and acts as the City's representative.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Take action in solving problems while exhibiting judgment and a systematic approach to decision making; identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effective resolutions.
- Create positive energy in both individuals and groups to build high morale and group commitments to goals and objectives.
- Actively support all efforts to increase cooperation, communication and collaboration between and among co-workers, departments, City officials, other jurisdictions, the business community and the general public.
- Create and participate in a team environment.
- React to a work environment that will change day-to-day, requiring quick departure from and reorganization of one's schedule.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in the course of performing specific job duties.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Utilize high level of conflict resolution skills with staff, community members, elected officials and all stakeholders.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed, and all staff members meet those standards while exhibiting consistent treatment of all staff.

QUALIFICATIONS

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- Bachelor's degree in civil or transportation engineering from an accredited college or university, or closely related field.
- Four years of progressively responsible work experience in civil or traffic engineering.
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Possession of a license to practice as a professional civil engineer issued by the State of Iowa or licensed in another state with the ability to obtain an Iowa license within six (6) months from date of hire.
- Must possess and maintain a valid Iowa Driver's License.
- Shall possess, or be able to obtain within one year, certification from the International Municipal Signal Association for Work Zone Temporary Traffic Control Technician, Traffic Signal Technician Level I, and Signs and Pavement Markings Technician Level I.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Able to lift, carry, push and pull up to 25 pounds, occasionally .
- Able to read plans and observe and evaluate job sites.
- Able to effectively present information and respond to questions from groups of directors, staff, developers, contractors, colleagues, elected officials and the general public
- Able to prepare and present accurate and reliable reports containing findings and recommendations.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.
- Able to distinguish sounds to troubleshoot equipment.
- Able to function productively in a standard office environment, accessing cabinets, shelving, work areas and office equipment.
- Able to sit for long periods of time and to maintain focus on projects such as computer screens.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and the community.

WORKING CONDITIONS:

- Climate-controlled office with hazards typical of that environment.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- May be exposed to dust, noise, and moving machinery causing potentially dangerous conditions.
- Must be able to maintain standard work hours with flexibility to attend meetings, presentations and events during weekends and evenings.