CITY TRAFFIC ENGINEER

DEFINITION
Under the direction of the Public Works Director, performs overall management, administration and supervision of the Transportation Engineering Division to include supervision of large and complex transportation projects.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Plans, manages, organizes and oversees the general administration and management transportation planning, design, construction and maintenance projects related to streets, sidewalks, traffic signal systems and infrastructure, neighborhood traffic calming projects, travelers advisory systems, related transportation management projects, and pedestrian and bicycle facilities;
- Develops and directs the implementation of standards for maintenance and operation of traffic signs, signals, striping and markings;
- Evaluates long range needs for municipal traffic engineering projects, operations and maintenance, prepares reports and makes recommendations;
- Conducts selection of engineering consultants including developing scope, bidding, negotiation and project administration and coordinates the preparation of contract documents and specifications.
- Oversees and coordinates public use/encroachment permits (i.e. street use permits, traffic control plans, use of public property permits, excavation permits) processes within the Division.
- Develops, recommends, reviews and monitors municipal and regional transportation capital improvement programs and other safety improvements in conjunction with consultants, other City departments-divisions, and regional and State agencies.
- Participates in the interface and coordination of the City’s Transportation system with the regional transportation system.
- Inspects construction sites to monitor progress and ensure conformance to engineering plans, specifications and construction and safety standards.
- Prepares and administers the annual division budget, maintains project budgets and ensures that projects stay within their allocated budget.
- Provides leadership to staff and monitors the performance of division staff, contractors and consultants under contract with the City to ensure that work is being done on schedule, within budget and in accordance with the terms of the contracts and the division’s work plan.
- Supervises, assigns, reviews and evaluates the work of assigned staff Oversees the Geographic Information System (GIS) mapping group.
- Performs other related duties, as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledgeable of** MUTCD and Green Book and of best practice budgeting and purchasing processes and procedures;
- **Skilled in** managing, delegating and evaluating work of assigned staff, prioritizing and scheduling division activities, providing and following oral and written instructions, and in establishing and maintaining productive working relationships with all levels of staff;
- **Ability to** effectively communicate verbally and in writing in English, and to perform essential duties with limited supervision;
- **Proficient in** the use of personal computer hardware and software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Standard office setting with some travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

QUALIFICATIONS
Bachelor degree from a four-year accredited college or university in Civil Engineering or closely related field, **AND** five (5) years of recent, paid work experience in transportation and traffic engineering (signal design) including five (5) years of experience as a registered Professional Civil Engineer to include a minimum of three (3) years of project management and supervision.

**License or Certificate -** Possession of a valid Class C driver license. Registration as a Professional Civil Engineer (PE) in the State of California. Registration as a Traffic Engineer (TE) in the State of California is highly desirable.