CITY TRAFFIC ENGINEER

DEFINITION
Under general direction, manages staff engaged in the operation of the transportation system including engineering, traffic operations, parking, signs, traffic paint, transportation planning and signals and lighting.

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
- Manages staff engaged in the operation of the transportation system including engineering, traffic operations, parking, signs, traffic paint, transportation planning and signals and lighting;
- Plans, organizes and controls Transportation Engineering Division services; inspects work of subordinate staff in progress and upon completion;
- Receives, investigates and responds to citizens complaints or inquiries;
- Develops and implements policies, procedures, goals and objectives for the Division.
- Reviews plans, specifications, estimates and project studies prepared by staff, consultants, contractors and developers;
- Evaluates performance of assigned staff; prepares and administers Division budget and monitors expenditures;
- Recommends the purchase of equipment and assists in the development of specifications;
- Attends departmental and outside meetings with local, regional and state committees.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of transportation engineering practices and principles, management and/or supervision practices, and of budgeting and purchasing techniques 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 effective working relationships;
- Ability to effectively communicate verbally and in writing in English with all levels of staff and public
- Proficient in the use of personal computer hardware to include MicroSoft Office and other industry related software

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbent in this classification may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Must be registered as a Professional Engineer with the state of California AND five years of progressively responsible experience managing engineering projects to include two years supervising other engineers. Must possess at the time of application and maintain a valid California Driver’s License. Depending on the needs of the City, incumbents in this job classification may be required to possess or obtain additional licenses and certifications.