

SENIOR TRAFFIC ENGINEERDEFINITION

Under direction, performs complex engineering work and supervises technical and professional staff within an assigned engineering section.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

May serve as section leader or project manager for a wide variety of public works projects. Prepares Requests for Proposals, directs and monitors consultant's work and oversees preparation of plans, specification and cost estimates for Public Works projects. Assists in or performs contract administration, surveys and inspections, preparation of change orders, and preparation of reports on all phases of projects including work progress, financial status, progress payments, design details and calculations. Supervises assigned staff. Uses modern computer software applications to prepare reports, estimates, agreements, written requests to City Council with recommendations, technical analyses and other documents. Represents the City at public meetings. Performs other functions as assigned. Depending on assignment, essential functions also include, but are not limited to:

Traffic Engineering Section: Serves as section leader or project manager for public works projects involving the planning, development, design and review of plans and specifications for new traffic signals, signal modifications, signal systems, traffic channelization, traffic controls, traffic signal timing, neighborhood traffic plans, speed bumps and other improvements. Performs traffic engineering work, including channelization, signal and Intelligent Transportation Systems (ITS), design, operation and maintenance. Evaluates and maintains operations of computerized traffic control system. Conducts traffic engineering studies and investigations to identify unsafe traffic conditions and to determine traffic and parking needs, and recommends appropriate actions. Responds to requests from the general public for a variety of concerns, such as traffic flow, traffic safety, signal operations, neighborhood traffic problems, construction, right-of-way, and future street layout. Coordinates and confers with other city departments and neighboring jurisdictions regarding traffic flow problems, appropriate modifications and resulting impacts. Responds to interrogatories, subpoenas for data, or testifies on traffic-related matters. Assists in the development of conditions of approval for tentative tract maps, parcel maps, variances and conditional use permits. Conducts and supervises traffic engineering studies and investigations, and coordinates with Risk Management and the City Attorney's Office regarding traffic-related claims and litigation. May be assigned to traffic control design, signal operations, neighborhood traffic plans, or traffic investigations and planning; is rotated at manager's discretion. Reviews traffic impact reports for new developments and determines appropriate mitigating measures.

DISTINGUISHING FEATURES OF THE CLASS

This is the project lead/supervisory level classification in the professional civil/traffic engineering series. Employees in this class perform complex professional engineering work, exercising

independent judgment in planning work details for themselves and their subordinates. Supervision is exercised by employees of this class over professional and sub-professional engineering employees. Supervision is normally received by periodic guidance during the progress of work and by final review upon completion. The Senior Traffic Engineer classification is distinguished from the journey-level class of Assistant Engineer II in terms of its project lead/supervisory responsibilities. This class is distinguished from the experienced journey-level class of Senior Assistant Engineer in that the latter requires exceptional expertise in one or more areas. This class is distinguished from the higher-level classification of Principal Civil Engineer in that the latter supervises the day-to-day operations of an assigned Section within the Public Works Agency.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in Civil Engineering. Three years of professional civil/traffic/development engineering experience, or any equivalent combination of training and experience which results in the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles, practices and methods of civil and traffic engineering particularly as they apply to project management, project design, and methods and devices for modern traffic control; State and local traffic laws and regulations concerning traffic control; planning theories related to traffic engineering practice; principles and practices of effective supervision.

Ability to: maintain project schedules and budgets on several projects concurrently; prepare bid packages, Requests for Proposals, accurate plans, specifications, cost estimates and engineering reports with recommendations; analyze and make recommendations on traffic impact reports; understand and carry out complex technical directions; express ideas clearly and concisely, both orally and in writing; maintain effective working relationships with coworkers and the general public; effectively supervise others in the implementation of complex engineering projects.

Skill in: the use of personal computers and current office software applications such as Microsoft Word, Access, Outlook, Excel and Power Point to produce status reports, presentations, and other related documents as needed; the use of a networked (Windows NT) environment for facilities management applications.

SPECIAL MINIMUM REQUIREMENTS

Must possess and retain a valid California Class C driver's license.

HIGHLY DESIRABLE:

A valid certificate as a Traffic Engineer in the State of California.

DESIRABLE CHARACTERISTICS

The Senior Traffic Engineer has strong organizational skills and must be able to set appropriate priorities. This self-starter is action-oriented, and is prepared and willing to take reasonable risks, and assumes responsibility for the work of the section. This problem-solver is perceptive, creative,

innovative and visionary. As a supervisor, the Senior Traffic Engineer trains and acts as a resources person to assigned engineering staff.

NOTE:

This classification was originally titled Associate Traffic Engineer, effective 07-01-82. Title changed to Associate Engineer – Traffic per Resolution No. 89-026, effective 03-16-90. Title changed to Associate Engineer - Transportation, per Resolution No. 91-035, effective 05-16-91; title “T”d at that time. Class spec was revised and approved in 4/94.

Classification title changed from Associate Engineer – Transportation (T) to Senior Traffic Engineer, per Resolution No. 2002-011, effective 2/19/02. Classification spec revised 4/02 to reflect title change.

The Senior Traffic Engineer classification title is used only if incumbent has a valid certificate as a Traffic Engineer in the State of California.

Revised: 4/02; 08/03
ADA Approved: 08/03

ORGANIZATIONAL RELATIONSHIPS OF SENIOR TRAFFIC ENGINEERS:

