

## TRAFFIC ENGINEER

### **Job Summary:**

Under the direction of the City Engineer, manages the City's traffic engineering program; performs professional traffic engineering related to Public Works projects; supervises the work of subordinate engineering and administration staff; performs other related traffic engineering duties as assigned.

### **Essential Duties and Responsibilities:**

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, develops and manages the City's short and long range traffic operations goals and objectives; ~~implements and manages a Light Emitting Diode (LED) conversion plan~~ and prepares traffic impact studies.
2. Performs technical and administrative work pertaining to traffic operations, traffic planning and design, improvement plans, efficiency and safety analyses, and all traffic project monitoring and review.
3. Manages the City's traffic standards, and develops approaches and solutions to traffic problems and issues.
4. Reviews/evaluates, approves and directs traffic signal coordination plan and all other traffic engineering projects.
5. Administers grants. Monitors and approves expenditures and assists in the budget preparation.
6. Reviews accident reports and prepares written and/or oral reports for management, City Council, law enforcement agencies or for presentation at public forums.
7. Acts as expert witness for the City and or prepares response to accident interrogatories, subpoenas, and litigation.
- ~~7-8.~~ Answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.
- ~~8-9.~~ Prepares agenda items, reports or other written documentation related to traffic engineering.
- ~~9-10.~~ Confers with City and public agency staff and with the general community, on traffic policies, strategies and programs; recommends traffic ~~solutions~~ regulations.
- ~~10-11.~~ Coordinates work with ~~other~~ City departments and outside agencies in addressing municipal transportation and traffic problems or issues.
- ~~11-12.~~ Supervises, trains, and evaluates employees and consultants.
- ~~12-13.~~ Conducts field inspections.
- ~~13-14.~~ Maintains accurate records of ~~engineering plans, studies, statistical reports, analyses, work orders and other engineering documents~~ primarily related to traffic.
15. Reviews and makes conditions of approval recommendations for proposed private sector development, adherence to appropriate traffic safety and transportation standards, and for compliance with applicable City standards.
16. Reviews Environmental Impact Report prepared for any development project.
17. Assists with administration of traffic signal maintenance.
- ~~14-18.~~ Facilitates the Public Works Commission; Department Director can assign Commission facilitation duty to other staff as needed.
- ~~15-19.~~ Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Bachelor's degree in civil or transportation engineering or related field and four years increasingly responsible professional level experience in traffic or transportation engineering.

**License or Certificate:**

Possession of a Certificate of Registration as a Professional Civil or Traffic Engineer in the State of California. Possession of a valid California Class C Driver's License.

CITY OF CARSON

Class Specification

Traffic Engineer – Page 2

**Knowledge of:**

- Principles and practices of transportation and/or civil engineering and urban planning.
- Transportation planning principles, methods and procedures in the traffic engineering analyses, and impact studies; traffic signal devices and operations.
- City organizational structure, operations, policies and objectives.
- Public works administration and planning.
- Applicable existing codes, regulations, policies, procedures, and laws such as right of way, ADA, and contract principles.
- Project management, cost analysis, and budget preparation, control and administration.
- Effective practices of supervision, training and discipline.
- Office practices and procedures including recordkeeping.
- Methods, equipment and materials used in civil and traffic engineering projects.

**Skill and Ability to:**

- Effectively and efficiently manage and monitor the traffic operations and standards of the City.
- Analyze municipal needs and categorize projects accordingly.
- Plan, coordinate and supervise the work of employees and consultants.
- Review and approve plans, contracts, estimates, and proposals.
- Read, interpret, explain, and apply existing codes, rules, regulations, policies and procedures.
- Implement and manage various City capital improvements including, but not limited to, traffic signal installations, intersection reconfigurations, and video monitoring of intersections.
- Seek additional funding through local, state, and federal grants.
- Establish and maintain cooperative relationships with City and other public agency staff and with the general community.
- Supervise and direct the daily activities of staff as necessary and/or directed.
- Provide technical information and support to other City departments, government agencies, community organizations and the public.
- Perform complex mathematical calculations and data analysis.
- Write clear, concise and accurate reports, procedures, correspondence and other written communication.
- Effectively communicate orally ~~or~~ and in writing, with City staff, other agencies, community groups and the public.
- Operate a personal computer and related software such as Microsoft Office Suite-2000 and Microsoft Project 2000 or software updates.
- Prepare RFPs, RFQs, RFIs and associated documentation.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform lifting, pushing and/or pulling which does exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to inside and outside environmental conditions.
- Perform field inspections, including construction sites with uneven terrain.

- May be required to use City vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City to attend meetings.
- May be required to periodically work additional hours or days, other than those regularly scheduled, to meet critical deadlines or schedules.
- Require vision (which may be corrected) to read small print.

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2. Performs technical and administrative work pertaining to traffic operations, traffic planning and design, improvement plans, efficiency and safety analyses, and all traffic project monitoring and review.
3. Manages the City's traffic standards, and develops approaches and solutions to traffic problems and issues.
4. Reviews/evaluates, approves and directs traffic signal coordination plan and all other traffic engineering projects.
5. Applies for and administers grants. Monitors and approves expenditures and assists in the budget preparation.
6. Reviews accident reports and prepares written and/or oral reports for management, City Council, law enforcement agencies or for presentation at public forums.
7. Acts as expert witness for the City and or prepares response to accident interrogatories, subpoenas, and litigation.
8. Answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.
9. Prepares agenda items, reports or other written documentation related to traffic engineering.
10. Confers with City and public agency staff and with the general community, on traffic policies, strategies and programs; recommends traffic solutions.
11. Coordinates work with City departments and outside agencies in addressing municipal transportation and traffic problems or issues.
12. Supervises, trains, and evaluates employees and consultants.
13. Conducts field inspections.
14. Maintains accurate records of engineering plans, studies, statistical reports, analyses, work orders and other engineering documents primarily related to traffic.
15. Reviews and makes conditions of approval recommendations for proposed private sector development, adherence to appropriate traffic safety and transportation standards, and for compliance with applicable City standards.
16. Reviews Environmental Impact Report prepared for any development project.
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