

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: CITY TRAFFIC ENGINEER

DEPARTMENT: TRANSPORTATION

BASIC FUNCTION:

Under general direction, plan, organize and direct the Traffic Division of the Transportation Department to perform highly complex traffic engineering work in the design, construction, and maintenance of transportation related facilities; to supervise and coordinate transportation related public works projects; and to do related work as assigned. Coordinate activities with other departments, governmental agencies and other outside organizations; provide technical and administrative staff assistance.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent classification. The incumbent assigned to this class is a Department Division Head responsible for supervising the work of professional and technical engineering staff and for performing the most difficult and complex traffic and transportation engineering work.

KEY RESPONSIBILITIES:

Direct and implement the development of division goals and operating policies and procedures relative to the areas of traffic and transportation engineering. Supervise, perform, and coordinate traffic engineering work involving the design and installation of transportation facilities such as traffic lighting, traffic control devices, bikeways, streets, parking facilities, and other vehicular and pedestrian traffic systems.

Provide general direction to traffic engineering staff and coordinate all issues needing Council approval or policy direction for the division.

Assign work activities, projects and programs; monitor work flow review and evaluate projects, methods and procedures.

Develop and administer the division budget; evaluate staffing needs, equipment, materials, and supplies with key management staff; monitor and approve expenditures.

Develop and administer the capital improvement budget; review and recommend approval for all construction plans including cost estimates.

Coordinate engineering activities with those of other departments, governmental agencies and other outside organizations; resolve problems and complaints.

Supervise the design and checking of plans and specifications for traffic channelization, traffic signals, street and safety lighting, detours, parking facilities, and other methods of controlling traffic flow and providing for traffic safety in accordance with established city standards; review and sign plans; review and approve plan revisions.

Negotiate complex agreements. Prepare, review, and interpret agreements and contracts and prepare for signature.

Serve as lead support staff member for Traffic Safety Commission and as a member of the Traffic Safety Coordinating Committee.

Work with private development engineers and contractors to review plans and coordinate work involving traffic systems in privately constructed residential, commercial, and industrial projects.

Coordinate and/or participate in overall transit planning, long-range transportation planning, special planning/development studies and overview of private development traffic impacts.

Perform field inspections of the traffic system elements of projects prior to, during, and upon completion of construction.

Collect, analyze data, conduct special studies, and perform other work necessary to maintain an up-to-date inventory of traffic control devices, streets, and related transportation elements.

Prepare written reports on traffic engineering-related projects. Represent the city in the community and at professional meetings as required.

Coordinate traffic engineering-related activities with other city departments and divisions, and with outside agencies.

Direct and participate in the preparation and evaluation of technical studies, reports and analyses related to engineering services; analyze and evaluate study results and implement findings.

Serve as a member of committees as assigned.

Oversee adjustment to traffic signal timing patterns and development of system enhancement.

Select, train, motivate, supervise and maintain a high level of efficiency among assigned staff.

Perform related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Advanced traffic engineering principles and practices as applied to private developments and municipal public works.
- Techniques for preparing designs, plans, specifications, reports, and recommendations related to public works projects.
- City policies and procedures governing engineering operations.
- Applicable federal, state and local laws, rules and regulations, policies and procedures related to the engineering, development and construction of projects.
- Principles, practices and techniques of public administration including budget and personnel administration.

- Municipal operations as they relate to other city departments and divisions.
- Principles and techniques of supervision and management.
- California laws and regulations pertaining to traffic.

Ability to:

- Perform technical traffic engineering work of a complex nature.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate professional and technical staff.
- Plan, organize, and direct the activities of assigned area of responsibility.
- Interpret applicable laws, rules and regulations.
- Develop and administer a division budget.
- Prepare and analyze technical reports, statements, contracts and legal documents.
- Maintain effective work relationships with staff, other governmental agencies, contractors and the general public.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree from an accredited college or university with major course work in civil engineering or a related field is required. In addition, five years of increasingly responsible and varied professional engineering experience involving the design and construction of a variety of public facilities and projects, including a special focus in traffic engineering, including two years of experience in a supervisory capacity.

LICENSES OR CERTIFICATES:

Possession of a valid license as a Registered Civil Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors.

Possession of a valid license as a Traffic Engineer issued by the State of California Board of Registration for Professional Engineers.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, City Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee is required to attend meetings and travel within and outside city limits during normal work hours and periodically in the evenings and on weekends.

This is an at-will management classification.

DATE APPROVED: June 22, 2010