

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Assistant City Traffic Engineer	GRADE:	Mgmt III
DEPARTMENT:	Public Works	JOB NO:	2210
DIVISION:	Traffic Services	DATE:	06/04/2015
REPORTS TO:	City Traffic Engineer	FLSA STATUS:	EX
FULL-TIME: XX	PART-TIME:	TEMPORARY:	COST CENTER: 320

REPLACES: Assistant City Traffic Engineer

DATE: 9/07

JOB SUMMARY STATEMENT:

Manages the Traffic Engineering Capital Improvements and Traffic Maintenance Engineering Section in the Public Works Division. Supervises and coordinates work activities and schedules of professional engineers, engineering technicians, and other related professionals. Provides development coordination and execution of the Traffic Services portion of the Capital Improvements Program and the Traffic Maintenance Program. Reviews traffic studies and procedures. Coordinates City's street lighting and traffic signal programs. Manages construction inspection activities for traffic related projects. Acts as a project manager for various traffic signal and street light projects. Selects, trains, and supervises personnel. Manages the citizen request program and the traffic safety program. Acts as the City Traffic Engineer in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Manages the Traffic Engineering Capital Improvements Section and the Traffic Maintenance Engineering Section in the Traffic Services Division, providing leadership and management for all section related activities and personnel. Responsible for all personnel requirements including selection, supervision, training, performance management and general administration.
2. Plans programming, scheduling and execution of the Traffic Services portion of the Capital Improvements Program projects and the Traffic Maintenance Program to meet identified public works requirements. Manages Traffic Engineering Capital Improvement Program, provides design and cost estimates, either from in-house design or by retaining outside engineering consultants. Determines personnel needs and allocations to provide a high level of quality in program management.
3. Assists the City Traffic Engineer in the management of the Traffic Services Division. Acts as the City Traffic Engineer in his absence.
4. Manages the citizen request program. Responds to and oversees responses by others to public inquiries concerning specific locations or requests for general information. May discuss request with concerned citizen or staff member to arrive at final decision. Reviews and/or directs engineering technicians or professional engineers to conduct field investigation. Reviews investigation materials including data and analysis. Reviews responses of others or responds directly to complainant. Monitors traffic engineering technician work load to assure that response time is kept to a minimum.
5. Coordinates the City's street lighting, traffic signal, payment marking and signing, and ITS infrastructure programs. Reviews work schedules and design work on City projects. May assist with review or coordination of developer funded street light or traffic signal projects. Coordinates the acquisition of right-of-ways, easements, bid process, plan review, and inspections. May visit project site and discuss problems with inspectors, contractors, and designers.
6. Assists with the selection, supervision, training, and evaluation of professional and technical subordinates. Assesses workloads; makes assignments; trains, counsels, and evaluates employees.
7. Manages construction inspection activities for the division. Provides training and assures that proper certifications are maintained by project inspectors. Reviews locations in the field to assure that proper procedures and installation techniques are being followed.

8. Prepares, supervises, and coordinates the preparation of plans and specifications for street lights, traffic signals, signing and marking, work zone traffic controls, ITS infrastructure and intersection improvements. Coordinates and supervises traffic engineering technicians and professional engineering staff in plan preparation activities. Designs projects and provides training and expertise to design projects with high standards of current engineering practice. Prepares legal documents, specifications, contract documents and monitors construction to completion. Attends public input meetings, Public Works Committee meetings and City Council meetings as needed.
9. Serves as project manager, supervising professional engineers, traffic engineering technicians, transportation project inspectors, and other related professionals. Delegates work activities, monitors progress, and provides training to ensure completion of projects on schedule, with high engineering standards, in compliance with applicable City and other governmental requirements, and with adequate inter-office communication.
10. Reviews and coordinates the review by others, of construction plans submitted by private sector design professionals involving coordination with public infrastructure. Evaluates engineering designs by applying accepted engineering principles to specific construction proposals to determine their conformance with the OPMC, AASHTO policies, MUTCD, other applicable codes and requirements, and good engineering practices. Prepares comments and inspects the site in question.
11. Manages the accident reduction and traffic safety program. Oversees the compilation of accident data from police records and the generation of reports to summarize that information. Identifies locations needing countermeasures and evaluates strategies that are implemented. Prepares reports and seeks funding for safety related projects.
12. Manages traffic calming program and oversees implementation of proposals. May attend public meetings to discuss the program and specific neighborhood issues. Responsible for preparation of reports documenting data collection efforts and post-installation evaluations.
13. Prepares and supervises the preparation of interlocal agreements, engineering contracts, and other related agreements and contracts required in the process of implementing the division programs. Provides training and policy guidance to other engineers and design professionals in the preparation of these documents. Coordinates the preparation and execution of these documents with adjoining cities, Johnson County, KDOT, and other governmental agencies. Maintains and updates annual agreements for traffic signals and streetlighting systems with adjacent cities.
14. Assists with the planning, programming and scheduling of traffic maintenance program projects to meet identified requirements. Provides technical and management advice as required. Coordinates traffic engineering related activities with other City departments and divisions, other governmental agencies, utilities, contractors, developers, consultants and others as required.
15. Researches and evaluates new materials, methods, and procedures to improve the efficiency of the division and department. Coordinates and maintains the traffic engineering approved products list, traffic engineering standard details and specifications. Develops written policies and standards. Assists with updating traffic related resolutions and sections of the OPMC.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in engineering with an emphasis in traffic or additional equivalent experience. Certificate of Registration as a professional engineer in the state of Kansas or ability to obtain within six months of employment. Master's degree in engineering, public administration or business preferred. Must possess a valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

Ten years of traffic engineering experience including five years of supervisory experience and three years of design and construction management experience.

SKILLS:

1. Computer skills.
2. Excellent oral and written communication skills.
3. Analytical skills.
4. Attention to detail
5. Project management skills
6. Surveying skills.
7. Leadership skills.
8. Facilitation skills.
9. Time management skills.
10. Supervisory skills.
11. Good organizational and project management skills
12. Outstanding personnel management skills
13. Customer service skills
14. Basic mathematical and accounting skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to read and interpret construction plans and blueprints
4. Diplomacy and judgement.
5. Ability to prioritize work.
6. Abstract and logical reasoning.
7. Mechanical aptitude.
8. Ability to analyze safety situations.
9. Ability to train and guide others.
10. Ability to meet deadlines
11. Alpha and numeric recognition
12. Understanding of computer software and hardware as it applies to engineering concepts

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Mobility to travel to work/project sites.
3. Ability to operate City vehicles
4. Visual acuity to observe traffic conditions and flow.
5. Hand and eye coordination adequate to input computer data and operate traffic control devices.
6. Ability to lift 20 pounds and transport 15 feet.
7. Ability to visually review engineering plans and reports

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct (7) Civil Engineer (2)
 Transportation Project Inspector (2)
 Traffic Engineering Technician (3)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.