

## CITY TRAFFIC ENGINEER

### JOB DESCRIPTION

**Classification Responsibilities:** The City Traffic Engineer is responsible for planning and directing the functions and activities of the Traffic Engineering Services unit of the Transportation Department. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The City Traffic Engineer is responsible for the development and implementation of an efficient and safe street transportation system. The City Traffic Engineer reports to the Deputy Transportation Director for the application of engineering principles and techniques to the solution of traffic problems. The City Traffic Engineer acts as a liaison with other jurisdictions, agencies, the Police Department, developers, and the general public on traffic maintenance and improvements. Programs are developed and executed with considerable technical independence within the constraints of accepted engineering principles and general policies. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a degree in Traffic Engineering, Civil Engineering, or a related field. Extensive (5+ years) progressively responsible professional traffic engineering experience, preferably with a municipality.

**Special Requirements.** Registration as a Professional Civil Engineer in the state of Arizona. Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Specialized graduate traffic courses or graduation from an accredited college or university with a Master's Degree in Civil Engineering, Traffic Engineering, or Transportation Engineering is preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, and public officials in order to coordinate projects and represent the City in transportation related matters and to answer questions and handle complaints. Prepares council reports, ordinances, memos, and studies with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar in order to adequately identify the recommendations of the unit.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations, such as Occupational Safety and Health Administration (OSHA), and state regulations, such as Manual on Uniform Traffic Control Devices (MUTCD), or other

standards/guidelines such as City policies, procedures, and ordinances. Inspects, monitors, and evaluates equipment and facilities to determine compliance with prescribed operating and safety standards. Operates a City vehicle requiring a standard Arizona Driver's License to conduct field reviews and attend meetings at other locations. Enters data into a personal computer to prepare reports, studies, annual budget, etc., and correspond via e-mail.

**Mental:** Plans and directs the activities of the Traffic Engineering Services unit of the Transportation Department. Supervises and evaluates the work of subordinate personnel. Prioritizes own work and work of others, and assigns work to personnel. Resolves procedural, operational, and other work-related problems by discussion, review of issues, meetings, and observations. Coordinates work activities with other City departments, other cities, and other agencies (Maricopa County Department of Transportation [MCDOT], Arizona Department of Transportation [ADOT]). Develops policies and procedures, and short- and long-term objectives. Conducts research and analyzes traffic related data to identify ordinance changes and system needs. Performs mathematical calculations and cost analyses. Prepares the Traffic Engineering Services unit budget. Comprehends and makes inferences from reports and traffic studies to evaluate systems, proposed developments, etc. Understands and interprets blueprints and schematic drawings to review development, street improvement, and signing and striping plans.

**Knowledge and Abilities:**

Knowledge of:

current modes of ground transportation, including street and traffic operations, transit operations, bicycle systems, and pedestrian requirements;  
statistical and research procedures as they apply to traffic engineering problems;  
traffic control system design;  
the operation, application, and limitations of electrical traffic signal controllers and peripheral equipment; and  
traffic laws and regulations, traffic control methods, including traffic signal and marking systems.

Ability to:

initiate, direct, and apply the results of studies and program reviews in order to evaluate existing and projected transportation systems, traffic impacts of proposed developments, and proposed remedial treatments at problem locations;  
approve and implement stop sign installation and parking sign modifications, direct the preparation of traffic ordinances for speed limit changes;  
coordinate Traffic Engineering projects and construction projects involving other City departments and outside agencies;  
represent the City in transportation matters with other governmental jurisdictions, private firms, the media, and the general public;  
prepare and monitor the unit's annual budget and develop budget projections for long term needs;  
communicate with a demanding and diverse public in answering questions, explaining City policies, and handling complaints;  
examine reports prepared by subordinates by considering aspects such as style, factual accuracy, and completeness, and the soundness of reasoning, in order to ensure that any recommendations represent the

department well and are clear and complete; and exercise judgment and discretion in the interpretation and application of policies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS5603.DOCX

EEO-O/A

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ENG

INCREMENTS 62-200

PAY GRADE: 57

SECURITY-No

CDL-No

IND-9410

SWORN-No