

DEPUTY TRANSPORTATION DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Deputy Transportation Director provides responsible administrative direction and coordinates the activities of the Traffic Engineering or Field Operations units in the planning, development, and operation of the City's transportation system. This class is responsible for directing, overseeing, and participating in the development of a workgroup plan, assigning work activities and projects, monitoring workflow, and reviewing and evaluating work projects. Supervision may be exercised over professional, paraprofessional, administrative, and/or technical staff who are responsible for the planning, development, analysis, review, coordination maintenance, and/or operation of the City's transportation programs. Work is performed within general guidelines and policies established by the Transportation Department Director. Work assignments are broad in scope and are performed with considerable independence. This class performs related duties as required.

Traffic Engineering Assignment: Work involves supervising, directing, and managing the development and implementation of an efficient and safe street transportation system through the oversight of the Traffic Studies, Intelligent Transportation System (traffic signals), Project Review and Interagency Coordination, Temporary Traffic Control, and Bicycle and Pedestrian functions of the department. The incumbent manages difficult engineering problems and situations; and coordinates local and regional transportation and traffic engineering issues and policies through the Maricopa Association of Governments (MAG).

Field Operations Assignment: Work involves supervising, directing, and managing the activities of the Field Operations workgroups. The incumbent is required to develop and maintain a current knowledge of the policies, procedures, and standards of the Field Operations area. This classification includes oversight of the maintenance and repair of the City's streets, sidewalks, curbs and gutters, medians, landscaping, parkways, storm drainage systems, retention basins, streetlights, and related unimproved areas. In addition, the incumbent in this position provides oversight for the Signing and Striping and Pavement Management functions. The Deputy Transportation Director in the Field Operations assignment is expected to be in the field enough to have a good understanding of the overall aspects and applications of both in-house and contracted maintenance activities. This employee is required to use appropriate safety equipment and follow safety procedures when in the field.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Deputy Transportation Director supervises and coordinates the activities and training of all personnel assigned to his/her unit(s) within the Transportation Department. This class serves as a technical consultant to employees in solving difficult assignments. This class also advises the transportation community, as well as the general public, on transportation issues. An employee at this level is expected to exercise considerable initiative and independent judgment in resolving operational problems and policy matters that may arise. The incumbent in this class will have primary responsibility for an assignment in Traffic Engineering or Field Operations and may be reassigned to either area as needed. Work is performed under the direction of the Transportation Department Director and is reviewed through conferences, meetings, and reports regarding results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Traffic Engineering, Civil Engineering, Urban Planning, Construction Management, Public Administration or related field. Extensive (5+ years) work experience related to Transportation Field Operations or Traffic Engineering. Extensive (5+ years) administrative or supervisory experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Experience effectively dealing with the general public and elected officials is highly desirable. A Master's Degree from an accredited college or university in a field related to area of assignment or Public Administration is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, City process improvement teams, vendors, management, contractors, public officials, engineers, and other transportation and/or transit personnel to explain applicable City regulations and policies. Prepares written documents, Council reports, studies, letters, memos, and special agreements with clearly organized thoughts using proper sentence structure, punctuation, and grammar, in order to define and express City objectives, findings, recommendations, procedures, policies, and goals.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to visit project sites. Moves construction plans (maximum weight is 40 pounds) distances up to 60 feet to review and file. Operates a variety of standard office equipment, including a personal computer, copier, fax machine, telephone, and calculator.

Mental: Provides administrative direction to workgroups and management of activities in assigned areas. Participates as a senior management member in the formulation of department policies, procedures, short-term and long-term goals and objectives, and updated strategic planning. Supervises and evaluates the work of subordinate personnel for compliance with standard operating procedures and department objectives. Comprehends and makes inferences from written material regarding area of assignment. Assists in the preparation of the department budget by analyzing the personnel and equipment needs of assigned area. Coordinates and works with managers of City services on matters affecting areas of responsibility and Citywide processes. Presents the department's policies and positions in meetings, negotiations, and communications with the

public, citizen and industry groups, the City Manager, Mayor and City Council members, the media, and other public forums within assigned areas of responsibility.

Knowledge and Abilities:

Knowledge of:

principles and practices of traffic engineering;
principles and practices of public administration, personnel administration, supervision, continuous quality improvement, customer service, and public participation;
federal, state, and local regulations, codes and ordinances, and standards pertaining to the planning, design, construction, maintenance, and/or operation of municipal transportation projects;
leadership and team styles and skills;
computer software applications (example: word processing, database, spreadsheet, scheduling, etc.);
methods and techniques used in the planning, design, construction, maintenance, and/or operation of municipal transportation projects; and
the uses and capabilities of various work related heavy equipment (example: motor grader, backhoe, bucket truck, street sweeper, slurry seal truck, paint striper, fiber splice van, rollers, herbicide spray truck, dump truck, etc.).

Ability to:

establish leadership over assigned work group and direct staff in meeting acceptable service levels to customers;
perform a broad range of supervisory responsibilities over professional, paraprofessional, and technical staff;
manage the work of others through planning, organizing, motivating, and evaluating performance objectively;
resolve work procedure problems and questions presented by subordinate level employees;
assess and assign priorities to work assignments when confronted with several pressing demands at one time;
identify process delays and demonstrate continuous effort to improve operations and decrease turnaround times;
partner with other City departments or outside entities to review and make recommendations to improve work processes;
analyze program achievements by evaluating activities to ensure efficient operations and compliance with objectives, policies, and procedures, and to implement changes when needed;
effectively recommend personnel actions related to hiring, disciplinary procedures, performance, leaves of absence, and grievances;
analyze a variety of administrative, operational, and fiscal problems and make sound recommendations for solutions;
review forms, reports, records, and data associated with work activities to monitor budget status and timeliness of work completion;
participate in the formulation of the department operating budget;
confer with Engineers, Developers, Attorneys, property owners, consultants, a variety of agencies, and the general public in acquiring information, coordinating department matters, and providing information regarding area of assignment;
communicate with and respond tactfully to a diverse public in answering questions, handling

complaints, and explaining City policies related to work area;
use graphic instructions, such as blueprints, schematic drawings, graphs, charts, maps, layouts, or other visual aids;
resolve complex code interpretations related to traffic engineering decisions; and
read and interpret codes, plans, and specifications, and detect deficiencies or deviations from approved plans and field observations.

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.

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JOB FCTN-ADM

INCREMENTS 38-200

PAY GRADE: 63

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