

TRANSPORTATION ENGINEERING MANAGER

FLSA status: Exempt

CLASS SUMMARY

Performs a wide variety of professional and managerial work in planning, organizing, and coordinating the engineering, operation, maintenance, and enhancement of the City's transportation system. Responsibilities involve providing leadership in community transportation through directing, managing and overseeing the activities and operations of the Transportation Division. In addition, the manager provides highly responsible and complex technical, administrative and policy support to the Public Works Director. Typical assignments involve developing the City's transportation system including the traffic signal system, traffic operations and safety programs, intersection, sidewalk and pedestrian improvements. The manager exercises direct supervision over assigned staff and contract administration. Work is performed under general administrative direction of the director with initiative, discretion, and independent judgment in the performance of duties.

ESSENTIAL FUNCTIONS -- *Essential duties and responsibilities **may** include, but are not limited to, the following:*

Assumes full management responsibility for all division services and activities including establishment of division goals, objectives, policies and priorities related to transportation engineering, traffic control systems maintenance, street design, and development review for transportation issues; recommends and administers policies and procedures.

Negotiates, administers and oversees contracts; develops and administers the budgets for transportation programs; monitors and approves expenditures; seeks and secures funding resources.

Supervises and coordinates transportation engineering and planning projects and related activities; participates in the preparation of complex transportation planning and traffic engineering plans, designs, specifications, and cost estimates; coordinates and reviews the work of project consultants; directs technical functions in the design, acquisition of right-of-way and construction of transportation facilities.

Directs the collection, analysis and interpretation of traffic data and survey results for accuracy; uses such data for technical studies, planning and setting goals.

Conducts field investigations and observations such as signal operation, traffic control devices, sign installation, traffic safety and roadway pavement marking installation.

Coordinates, provides direction and assistance preparing the City's long-range Transportation Improvement Plan (TIP) for the purpose of improving traffic flow, increasing roadway and intersection capacity and reduction of accidents.

Reviews engineering plans, drawings and calculations; processes permits.

Oversees and provides staff support in the development of the Comprehensive Plan Update including preparation of the transportation element of the plan.

Establishes within departmental policy appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

Plans, directs, and coordinates through subordinate level supervisors, the division's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.

Establishes internal reporting relationships; administrative and support systems; identifies opportunities for improvements; directs and implements changes.

Oversees the selection, training and evaluation of staff; provides staff training; works with staff to correct deficiencies; implements corrective action, discipline and termination procedures.

Oversees and participates in the development of the budget including approval of the forecast of funds for staffing, equipment, materials, and supplies; delegates authority for expenditure of funds and budgetary adjustments as appropriate and necessary.

Explains, justifies, and defends division programs, policies and activities; negotiates and resolves sensitive and controversial issues.

Represents the division and/or the department director to other City departments, elected officials, outside agencies and the community; coordinates activities with others including developers, governmental and private agencies, consultants, architects, contractors, vendors and the general public.

Develops agendas, organizes meetings, prepares staff reports and other correspondence and makes presentations to the City Council and various technical committees such as the Council's Transportation Caucus, other traffic boards, commissions, and committees.

Presents proposed programs and projects to community groups; represents the City on committees and boards regarding local and regional issues.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of traffic management; encourages staff to do so as well.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs related duties and responsibilities as required or assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office setting, frequently at other locations for meetings, and in field locations with potential exposure to physically hazardous conditions and unpleasant circumstances. Work involves sitting, walking, computer use, and occasional lifting of objects up to 50 pounds in the field. Is required to work beyond normal working hours to attend evening and weekend meetings.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's degree with major course work in civil or traffic engineering, urban planning, public administration or a related field and considerable traffic engineering experience including related supervisory or administrative experience, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Operation, services and activities of a comprehensive municipal transportation program
- Policies, functions and responsibilities of the City; municipal organization, operations, policies and objectives
- Pertinent federal, state, and local laws, codes and regulations
- Principles and practices of municipal program and budget development and administration
- Principles and practices of leadership, management and supervision, training and performance evaluation
- Urban development and transportation engineering theory, principles and practices and their application to a complex transportation system
- Traffic engineering standards per AASHTO, Manual on Uniform Traffic Control Devices Handbook, Washington State Highway Department of Transportation Standards, Washington Model Traffic Ordinance and other traffic engineering standards and techniques
- Principles and practices of traffic engineering and administration
- Operational characteristics, services of a modern transportation system
- Principles and practices of highway design
- Principles of business correspondence and report preparation
- Principles and practices of municipal finance and administration
- Principles and practices of supervision, corrective action, discipline, training and performance evaluation
- Principles and practices of project management, program and system development and administration
- Recent developments, current literature and sources of information in the field of civil and structural engineering
- Modern office procedures, methods, computer equipment and applicable software

Ability to:

- Lead and direct the operations, services and activities of the division
- Develop, implement and administer goals, objectives and procedures
- Plan, organize and manage a comprehensive transportation engineering program
- Translate technical issues and data into policy issues and plans
- Design and review construction drawings, traffic studies, and inspect construction activities
- Direct the planning, design, construction, and project management of public improvements transportation facilities
- Develop strategies to attract, train and retain a highly qualified work force
- Direct and coordinate assigned staff and work activities
- Select, supervise, train and evaluate staff
- Identify and respond to community issues, concerns and needs
- Apply, interpret and explain complex legal and administrative information to employees, officials and residents lacking technical knowledge

- Prepare and administer complex budgets
- Communicate clearly and concisely in oral and written form, one-on-one and with groups
- Prepare clear and concise administrative and financial reports
- Analyze problems, identify potential solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply federal, state, and local policies, laws and regulations
- Act quickly and calmly in emergencies
- Establish and maintain effective working relationships

LICENSE OR CERTIFICATE REQUIREMENTS

- Possession of, or the ability to obtain, a valid Certificate of Registration as a professional civil engineer in the State of Washington may be required
- Valid Washington State driver's license

*Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position assigned to the class.*