

TRANSPORTATION/ENGINEERING MANAGER

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the Transportation Division within the Public Works Department; to coordinate assigned activities with other City departments, divisions, outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

To perform all of the assigned duties in accordance with the City of Vancouver's Operating Principles; to develop and maintain collaborative and respectful working relationships with team members and others; and to consistently provide quality service to the citizens of Vancouver.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Perform all duties in accordance with the City of Vancouver's Operating Principles.

Work and act as a team player in all interactions with other city employees.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Vancouver with those contacted in the course of work.

Assume management responsibility for all services and activities of the Transportation Division including transportation engineering, traffic control system maintenance, land survey, street design, and parking enforcement and administration.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including long range transportation planning, traffic engineering, maintenance of traffic signals, signs and striping, and construction of streets and traffic signal systems; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

CITY OF VANCOUVER
Transportation/Engineering Manager (*Continued*)

Examples of Essential Functions:

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Director; implement improvements.

Select, train, motivate and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Transportation Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Review plans and specifications, designs, reports and studies for sound traffic engineering; approve all traffic signal, signing and striping plans for the City; review and approve all traffic signal, signing and striping plans for the City; review and approve all traffic studies prepared by outside consultants.

Oversee and participate in the preparation of applications for grant funds.

Direct the construction of streets, traffic signal systems, and water and sewer systems; represent the City in construction claims.

Examples of Other Functions:

Manage and participate in the development and administration of the division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as liaison for the Transportation Division with other city departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies including occasional site visitations; recommend modifications to transportation and construction programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of transportation planning and engineering.

CITY OF VANCOUVER
Transportation/Engineering Manager (*Continued*)

Examples of Other Functions:

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of traffic engineering and administration.

Operational characteristics, services and activities of a modern transportation systems.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Project management theory, principles and practices and their application to a wide variety of engineering and construction projects.

Principles and practices of highway design.

Principles and practices of construction and maintenance.

Recent developments, current literature and sources of information regarding civil and traffic engineering.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Direct the operations of a modern transportation engineering and planning division.

Manage, direct and coordinate the work of management, supervisory, professional, and technical personnel.

CITY OF VANCOUVER
Transportation/Engineering Manager (*Continued*)

Ability to:

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Transportation Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient transportation and construction services.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Work effectively with others to achieve personal, team, department and Citywide goals.

Demonstrate respect and cooperation in all interactions; support and reinforce team decisions.

Anticipate customer needs and give high priority to customer service and satisfaction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

CITY OF VANCOUVER
Transportation/Engineering Manager (*Continued*)

Experience and Training Guidelines

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

Experience:

Six years of increasingly responsible professional transportation engineering experience including three years of administrative and supervisor responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in traffic or civil engineering or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certificate of Registration as a professional civil engineer in the State of Washington is preferred.

WORKING CONDITIONS

Office and occasional site environment; infrequent exposure to dust, noise, and work in inclement weather with some climbing, stooping or light lifting.