



## Engineering Division Manager (Traffic)

### **Purpose of the role:**

Under administrative direction, plans, organizes, and manages the activities and operations of the Traffic Engineering Division within the Public Works Department; oversees and manages transportation planners, professional civil and traffic engineers, and engineering technicians to provide efficient transportation services, programs and traffic control systems; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Deputy Public Works Director; and performs related duties as assigned.

### **Distinguishing Characteristics:**

The Traffic Engineering Division Manager is a Division head with responsibility for planning, organizing, and implementing major programs, services, and operations related to the City's Traffic Engineering transportation planning, public transportation operation, and management functions and activities. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence.

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

### **Essential Duties and Responsibilities:**

- Plans, organizes, controls, integrates and evaluates traffic engineering activities and operations within the Public Works Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and priorities; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain

highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.

- Participates in the development of the Department's annual budget; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division expenditures and implements budgetary adjustments as appropriate and necessary.
- Provides advice and technical assistance to City and department management and staff, commissions and committees and the public on traffic and transportation matters; confers with a variety of public and private officials on traffic engineering issues and serves as the City's representative to other governmental agencies.
- Reviews traffic operating conditions in the field; issues work orders for new or changed traffic control devices; reviews traffic and transportation elements of environmental impact reports and major developments for compliance with City policies, rules and regulations.
- Directs or conducts studies and prepares reports and correspondence on traffic control issues for presentation to the City Council and the City's Traffic and Transportation Advisory Commission.
- Provides staff assistance to the Deputy Public Works Director; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of new trends and innovations in the field of traffic engineering; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

<b>Desired Minimum Qualifications:</b>	<p><b><u>Knowledge of:</u></b></p> <ul style="list-style-type: none"> <li>• Operational characteristics, services, and activities of a municipal traffic engineering program.</li> <li>• Principles and practices of traffic engineering and analysis.</li> <li>• Principles and practices of program development and administration.</li> <li>• Theories, principles and practices of traffic and highway engineering, including highway capacity analysis.</li> <li>• Computer applications relating to traffic engineering and analysis.</li> <li>• Operation and maintenance of traffic control devices and equipment.</li> <li>• Principles and practices of municipal budget preparation and administration.</li> <li>• Principles and practices of management, supervision, training, and performance evaluation.</li> <li>• Pertinent federal, state, and local laws, codes, and regulations.</li> </ul>
	<p><b><u>Ability to:</u></b></p> <ul style="list-style-type: none"> <li>• Oversee and participate in the management of a comprehensive traffic engineering program.</li> <li>• Manage and coordinate the work of lower level staff.</li> <li>• Select, supervise, train, and evaluate staff.</li> <li>• Participate in the development and administration of division goals, objectives, and procedures.</li> <li>• Research, analyze, and evaluate new service delivery methods and techniques.</li> <li>• Interpret and apply complex rules, regulations, laws and ordinances.</li> <li>• Analyze technical traffic design engineering problems, evaluate alternative approaches, and adopt effective solutions.</li> <li>• Exercise sound, independent judgment and initiative within established guidelines.</li> <li>• Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.</li> <li>• Prepare and administer large and complex budgets.</li> <li>• Prepare clear, concise, and comprehensive administrative and technical reports.</li> <li>• Read and interpret complex data, information, and documents.</li> <li>• Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.</li> <li>• Utilize standard office equipment including computers and related software applications.</li> <li>• Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.</li> <li>• Communicate clearly and concisely, both orally and in writing.</li> <li>• Establish and maintain effective working relationships with those contacted in the course of work.</li> <li>• Respond and perform assigned duties in the event of a City-declared emergency.</li> </ul>

<b>Competencies:</b>	
	<ul style="list-style-type: none"> <li>➤ Effective Communicator</li> <li>➤ Strategic Thinker</li> <li>➤ Problem Solver and Decision Maker</li> <li>➤ Planner and Organizer</li> <li>➤ Interpersonally Effective</li> <li>➤ Skill and Career Development Coach</li> <li>➤ Technically Knowledgeable</li> </ul>

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil and traffic engineering or a related field.

**Experience:**

Eight years of professional civil or traffic engineering experience including two years of management and administrative responsibility.

**Education and  
Experience  
Guidelines:**

**Licenses; Certificates; Special Requirements:**

A valid class C California driver's license.

A valid certificate of registration as a Professional Engineer issued by the California Board for Professional Engineers and Land Surveyors. Positions in the Traffic Division may require registration as a Traffic Engineer or Civil Engineer.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical and  
Environmental  
Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; may occasionally be required to work outside, with exposure to inclement weather conditions or elevated noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: 5/1/06

Title change from "Traffic Engineering Division Manager" - 7/26/05.

Incorporated language to include more specific information on traffic engineering, including registration requirements – 5/1/06