

**CLASS SPECIFICATION**  
**Transportation Division Manager/City Traffic Engineer**

**GENERAL PURPOSE**

Under general direction, manages and directs the activities, programs and staff of the Transportation Engineering Division; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single incumbent class is responsible for managing and directing the activities of the Transportation Engineering Division. The incumbent is responsible for developing, implementing and managing traffic programs and providing guidance and making recommendations to City management on traffic-related issues. The incumbent is expected to carry out responsibilities independently and with awareness of traffic operations and safety issues and sensitivities. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Transportation Engineering Division; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Manages and directs the activities and staff involved in the daily administration of the Transportation Engineering Division; develops work programs and establishes program priorities; provides technical leadership and policy guidance and communicates management objectives to City management and

staff; reviews and approves work performed by staff; manages sensitive community issues; manages the development, implementation and operations of programs designed to improve or maintain neighborhood livability; develops new programs to address the City's emerging traffic needs; manages contracts for consultants providing traffic engineering services; coordinates traffic services with other City divisions.

5. Manages and directs major transportation planning and infrastructure development projects and programs; identifies transportation and traffic issues and problems and develops counter-measures for improvement; manages and directs reviews processes to evaluate traffic impacts of new development projects; manages plan check processes for signal improvements and signing and striping plans; assesses traffic conditions and implements measures for improving traffic flow and enhancing traffic safety; develops and implements transportation administration policies and procedures.
6. Directs or conducts studies and prepares reports and correspondence on transportation issues for presentation to the City Council; monitors development in the transportation field and recommends and implements policy and procedure improvements; analyzes proposed changes to federal, state and local laws and regulations affecting the division and its programs.
7. Serves as inter-agency liaison and represents the City with other agencies on regional transportation issues, such as transportation system planning and infrastructure financing; coordinates transportation activities and services with other agencies; resolves complex jurisdictional issues.
8. Evaluates the effectiveness of division programs and processes; develops and implements new programs and initiatives that will contribute to division goals and accomplishments.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theories, principles and practices of traffic engineering, including applicable traffic and zoning codes, ordinances, regulations and guidelines.
2. Computer applications relating to traffic engineering and analysis.
3. Administrative principles and methods, including goal setting, program development and implementation.
4. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
5. Principles and practices of public administration, including budgeting, reporting and maintenance of public records.
6. Research methods and data analysis techniques.
7. Principles and practices of effective business communication.
8. Operation of standard business computer software.
9. Principles and practices of effective management and supervision.

10. City human resources policies and labor contract provisions.

**Ability to:**

1. Strategically plan, organize, design, implement and monitor transportation and traffic engineering programs.
2. Plan, organize, assign, review and evaluate the work of professional, technical, and administrative support staff.
3. Provide technical assistance and staff leadership on all aspects of the division's function.
4. Analyze technical transportation design and engineering problems, evaluate alternative approaches, and adopt effective solutions.
5. Understand, interpret, explain and apply City traffic operations and safety rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
6. Review and interpret engineering plans, codes, regulations and other complex technical documents.
7. Present proposals and recommendations clearly and logically.
8. Communicate clearly and effectively, both orally and in writing.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within general policy guidelines.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with City management, staff, representatives of other public agencies, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from four-year college or university with major coursework in civil and traffic engineering; eight years of professional civil or traffic engineering experience, at least three of which were in a supervisory or program management capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, representatives of other public agencies, the public and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.