

CITY OF GLENDALE

TITLE:	Traffic Engineer II	CLASS CODE:	725
REPORTS TO:	Deputy Transportation Director or Principal Traffic Engineer	GRADE:	32
DEPARTMENT:	Transportation	FLSA:	E

JOB SPECIFICATION DATE: June 29, 2007 cm

JOB SUMMARY

Performs highly technical professional transportation engineering work in various areas including traffic signals, streetlighting, traffic safety, neighborhood traffic management, and performs task relative to assigned area of responsibility.

ESSENTIAL FUNCTIONS

1. Plans, designs, and manages safety projects, neighborhood traffic studies, and streetlighting; organizes data collection, analyzes findings, prepares reports and makes recommendations in response to citizen inquiries and complaints regarding traffic and streetlighting issues; reviews and investigates traffic problems with neighborhood groups, citizens, other City staff members, and the Council Office.
2. Reviews and manages the work of staff to ensure conformance with established procedures and standards. Provides expertise, technical direction, and assistance to technical staff regarding traffic engineering, and streetlight projects and issues.
3. Assists with coordinating traffic control and transportation activities for special and mega events.
4. Manages the work of outside consultants; prepares, and reviews project schedules; investigates and resolves schedule problems; approves payment to contractors and consultants.
5. Oversees the construction bidding and inspection process of construction projects.
6. Coordinates the selection of design consultants and/or streetlight maintenance contractors.
7. Provides inter-department liaison activities to negotiate mutually agreeable solutions.
8. Prepares and presents written and oral reports on public works and transportation projects for City management and the public.
9. Performs research, analyzes findings, and prepares recommendations for traffic engineering planning and programming.
10. Prepares grant proposals and assists in the administration of the grants.
11. Coordinates and attends meetings with neighborhoods to help resolve neighborhood concerns, develop solutions, and involve the public in the decision making process.
12. Reviews, evaluates, and approves traffic engineering and streetlighting plans for new development, infill lighting and street construction projects.
13. Develops traffic engineering standards, specifications, timing plans, and procedures for designing intersection improvements, curbs, traffic lanes, traffic signals and signing, striping and streetlighting plans.
13. Makes recommendations to the Principal Traffic Engineer for department policies, traffic ordinances or legislative bills relating to traffic.
14. Oversees the City's traffic count, signal warrant, and signal construction prioritization programs.
15. Assists the Principal Traffic Engineer with administrative duties, long range planning, and the development of department policies, procedures, and priorities.
16. Fills in for the Principal Traffic Engineer in their absence.
17. Assists in the development of the division budget and the public works capital improvement budget.

SECONDARY FUNCTIONS

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Theory, principles, practices, materials and equipment of traffic engineering, public works construction, transportation planning, and street lighting systems

Project management principles and practices

Professional literature and sources of information for the field of traffic engineering and construction

Research and statistical methods and procedures applied to traffic engineering studies

City and state laws, ordinances and regulations governing municipal engineering

The Manual on Uniform traffic Control Devices, the Phoenix Barricade Manual and the Highway Capacity Manual

Ability to:

Plan, assign, and manage the work of others

Prepare or review reports, plans, designs, and specifications for traffic engineering projects

Sign and seal engineering documents within one year of appointment

Review, evaluate, and approve traffic design and streetlighting projects

Organize and conduct surveys or research, recognize and collect the necessary data, analyze findings, prepare recommendations and documentation, present oral and written reports

Communicate effectively both verbally and in writing

Establish and maintain effective working relationships with City employees, contractors, consultants, City Council, other government agencies, and the public

Develop and monitor a project budget and schedule

Make decisions regarding project priorities, costs, and alternatives

Operate a computer and engineering applications

WORKING CONDITIONS

Office setting with occasional field inspections.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil Engineering or related field and three years of experience working in traffic engineering, or a related field.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities to perform the job, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License

Registration as a Professional Engineer in the State of Arizona must be obtained within one year of appointment