Traffic Engineer

Department/Division:	Community Development/Traffic Engineering
Reports To:	Community Development Director
Provides Direction To:	Support Staff
FLSA Exemption Status:	Exempt
Date Prepared:	August 12, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under general supervision, plans, organizes, manages, and performs administrative, professional and technical traffic engineering work, traffic engineering projects, and assignments within the Community Development Traffic Engineering Division; prepares, coordinates, reviews, and monitors traffic plans, specifications, estimates, reports and studies, provides technical support and coordination on traffic engineering issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Traffic Engineer is distinguished from the Senior Management Analyst in that it provides professional and technical direction for designs and administers the traffic engineering projects. The Traffic Engineer is differentiated from the Director of Community Development who has responsibility for the entire department functions, and supervisory responsibility for staffing and department/division management.

ESSENTIAL FUNCTIONS

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 position.

1. Prepares, organizes, reviews, and approves engineering design work for a variety of traffic engineering projects, including but not limited to research, traffic engineering reports, and preparation of plans and specifications.

2. Manages City programs, projects, systems, and events related to traffic and parking mitigation issues throughout the City.

3. Prepares, develops and manages the design and development of traffic signals, temporary traffic control plans, event traffic management, traffic calming devices, street signs, channelization and pavement markings. Assist with transportation and traffic related capital improvement projects.

4. Leads projects, sets timelines, coordinates work schedules, and assigns tasks to appropriate staff, private engineering consulting firms, and other contract personnel.

ESSENTIAL FUNCTIONS (continued)

5. Issues work orders, specifications and standards for new or revised traffic control devices. Responds to non-routine public requests for parking and traffic control changes. Provides technical guidance to staff in response to routine requests. Coordinates with the signing and striping crews to ensure that work standards are met.

6. Administers traffic consultant and construction contracts, including adherence to schedules and administration of contract payments. Researches, completes and administers traffic related grant funding documents and projects.

7. Conducts, directs and supervises traffic and parking surveys, traffic counts, signalization studies, parking plans, radar speed studies, neighborhood traffic management plans; traffic movement studies and Traffic Signal warrant studies; studies, plans, and develops vehicular routes and speed limits.

8. Provides information to residents regarding traffic projects and phase of development and requests information from contractors, surveyors, and other parties related to projects.

9. Plans, reviews and conducts traffic impact studies, environmental impact reports, parking demand studies and other special traffic related development reports.

10. Analyzes accident patterns, determines accident ratios relative to expected rates, and reviews traffic collision reports, and parking problems. Presents findings and makes recommendation for corrective action, as needed.

11. Evaluates and makes recommendations regarding existing street geometric design and arterial operations in relation to traffic and parking; evaluates and makes recommendations regarding traffic and parking signs and markings.

12. Works with private engineers and contractors to review plans and coordinate work involving traffic systems in privately constructed residential, commercial and industrial projects. Conduct plan checks for street and traffic improvement plans for conformance with local, State and Federal guidelines.

13. Prepares reports and correspondence related to parking and traffic control issues and presents to City Council, the Planning Commission, local neighborhood advisory committees and civic groups. Plans, prepares, conducts and manages the Parking and Public Improvements Commission meetings.

14. Reviews, analyzes, and recommends changes to the City traffic policies, ordinances and resolutions; recommends and coordinates design changes, where appropriate.

15. Keeps informed and up to date on current traffic engineering techniques, and changes in codes and regulations.

16. Provides assistance regarding traffic safety issues to other City departments.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles and practices of traffic engineering, traffic signage and equipment used in traffic control; Civil engineering principles and designs; vehicle, bicycle, pedestrian and transit design and operational standards; construction, and maintenance requirements for public works and private development projects; surveying, inspection, and construction practices; ordinances, codes, and regulations related to traffic engineering; project management practices; budgeting practices; applicable Federal and State laws and local traffic codes relevant to traffic engineering design and construction; Brown Act rules and regulations governing public agency meetings; contract administration practices; leadership techniques; and customer service practices.

Ability to:

Manage and coordinate the work of professional, technical, and consulting personnel; organize and conduct traffic engineering surveys and analyze reported traffic concerns; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; read and interpret engineering manuals, drawings, specifications, layouts, blueprints, and schematics; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare traffic engineering plans and specifications and administer contracts; prepare clear and concise reports; operate computer hardware and use word processing, spreadsheet, and geo-based software applications programs; communicate effectively, orally and in writing; establish and maintain effective working relations with staff, management, contractors, consultants, and the general public.

Education/Training/Experience:

Bachelor's degree from an accredited four year college or university with a major in civil engineering or a closely related field and five years of progressively responsible professional experience in traffic engineering or a related field.

Possession of a valid Certificate of Registration as a Traffic Engineer or a Professional Civil Engineer from the State of California.

Valid Class C California driver’s license and acceptable driving record in compliance with the City’s Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees 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 frequently required to use hands to finger, handle, feel or operate objects, controls and standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries engineering drawings, plans, specifications, reports, contracts, correspondence, memorandum, and other documents weighing up to 25 pounds. The employee is occasionally required to stoop, kneel, and crouch. The employee is frequently required to sit, stand, and walk and to observe construction sites.

The employee must be able to see, talk, and hear.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; work under deadlines with constant interruptions; and interact with City staff, developers, contractors, consultants, and the general public in explaining and enforcing engineering and development standards and requirements, including potential conflict situations.

WORK ENVIRONMENT

The employee regularly works both in an office and field settings. Within the office, the employee works in controlled temperature settings.

During field observation, the employee is occasionally subject to variable weather conditions, traffic, dust, fumes, and loud construction noise.