

CITY OF GLENDALE

TITLE: Senior Traffic Engineering Specialist CLASS CODE: 713

REPORTSTO: Assistant Traffic Engineer GRADE: 26

DEPARTMENT: Traffic Engineering FSLA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Coordinates and manages the work of outside consultants for Federally funded safety improvement projects. Coordinates and oversees the selection process and negotiation of contracts for design, construction, and inspection services. Performs highly technical and highly skilled paraprofessional traffic engineering work related to the design and implementation of traffic signals, pavement markings, and intersection geometrics.

ESSENTIALFUNCTIONS:

1. Manages and coordinates outside consultants work for Federally funded safety improvement projects, traffic signals and pavement marking designs.
2. Coordinates the selection process of design consultants, negotiates consultant contracts.
3. Oversees the inspection process of construction projects, including hiring consultants for construction inspection.
4. Attends meetings with consultants, contractors, utility companies, developers, other government agencies, citizen groups, the general public and other city departments to resolve concerns with and potential problems.
5. Negotiates right-of-way donations and purchases with property owners.
6. Performs computerized design of construction plans for traffic signals, pavement marking and traffic signs.
7. Reviews, provides evaluation and approves traffic signal, pavement marking, traffic signing, safety improvement project, and construction plans for new development.
8. Investigates, researches and proposes resolutions to requests for service from citizens, businesses, Council and others.
9. Resolves traffic safety concerns by coordinating with City Attorney's office and other City departments.
10. Writes grant application for safety improvement project.
11. Inspects, makes necessary on the spot field changes and recommendations, approves contractor installed pavement markings, traffic signing, and traffic signal work.
12. Prepares written correspondence to consultants, contractors, developers, utility companies, citizens and other government agencies.
13. Attends pre-application meetings with developers and city staff and contractors.
14. Fills in for Assistant Traffic Engineer in his absence.
15. Develops technical design standards for traffic signals and pavement markings..
16. Designs, coordinates and manages specific traffic signalization, pavement markings, signing, and traffic safety improvement.

SECONDARY FUNCTIONS:

17. Provides advice to other departments on related safety traffic issues.
18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Surveying, signing, striping and traffic signal principles.
Principles, practices and standards of traffic engineering.
Materials, methods and techniques used in the installation of traffic signal equipment.
Traffic surveying techniques and the statistical methods of traffic planning .
Federal and State transportation laws and regulations governing roadway geometrics, traffic markings, traffic signals and traffic signing and striping.
The manual of uniform traffic control devices and its application to Traffic Engineering functions.
Operation and usage of AutoCad.
Project management skills.

Ability to:

Develop project budgets.
Communicate effectively and negotiate persuasively.
Make complex traffic engineering decisions that affect the safety of the public, both vehicular and non-vehicular.
Operate traffic engineering computer software packages.
Perform computer-assisted drafting and prepare designs and specifications for traffic signals, pavement markings, signing, traffic safety projects and department presentations.
Negotiate solutions with citizens, utilities, and other outside contacts.
Perform night illumination and sign reflectivity surveys and analyses.
Work independently and produce accurate reports and analyses.
Establish and maintain effective working relationships with all those contacted in the course of work.
Perform accurate field layouts of pavement markings, signing, and traffic signals.

WORKINGCONDITIONS

Office setting with frequent field inspections on high volume streets and intersections, or in heavy traffic. Possible adverse weather conditions.

MINIMUMQUALIFICATIONS:

Associate's Degree in Traffic or Civil Engineering, Electronics, Computer Science, or a related field that includes coursework in traffic signals, street lighting, pavement markings, and signing design and analysis, and computer aided design, and FOUR years experience in traffic engineering.

Any equivalent combination of education and training that provides the required knowledge, skills and abilities is qualifying.

SPECIALREQUIREMENTS

Valid Arizona driver's license. Proficiency in AutoCad and similar computer aided design, proficiency in basic computer programs and computer operation.
IMSA signs and marking level II certification.