

CITY OF GLENDALE

TITLE:	Traffic Engineer I	CLASS CODE:	721
REPORTS TO:	Principal Traffic Engineer	GRADE:	28
DEPARTMENT:	Transportation	FLSA:	E

JOB SPECIFICATION DATE: June 29, 2007 cm

JOB SUMMARY

Investigates and analyzes citizen and council requests for service regarding neighborhood traffic and transportation issues. Provide project management on assigned projects.

ESSENTIAL FUNCTIONS

1. Manages, prepares, and conducts traffic control studies, including traffic signal warrant studies, speed limit studies, traffic impact studies, capacity improvement project reviews, and traffic control planning, and review; and presents finding to city staff and neighborhood representatives.
2. Provides technical direction, assistance, and project management to department staff, contractors, staff technicians, developers, consultants, private businesses and outside government agencies regarding traffic engineering projects and issues.
3. Assists with coordinating traffic control and transportation activities for special and major 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; coordinates the selection of design consultants.
6. May serve as liaison for the department to develop and coordinate mutually agreeable solutions to various traffic engineering issues.
7. Prepares and presents written and oral reports on public works and transportation projects for City management and the public.
8. Performs research, analyzes findings, and prepares recommendations for traffic engineering planning and programming. Prepares grant proposals and assists in the administration of the grants.
9. Coordinates and attends meetings with neighborhoods to help resolve neighborhood concerns, develop solutions, and involve the public in the decision making process.
10. Reviews, evaluates, and approves traffic engineering plans for private development and street construction projects.
11. Develops traffic engineering standards, specifications, timing plans, and procedures for designing intersection improvements, curbs, traffic lanes, signing plans, striping plans, and traffic signals.
12. Makes recommendations to the Principal Traffic Engineer for department policies, traffic ordinances or legislative bills relating to traffic.
13. Assists in the City's traffic count, signal warrant, and signal construction prioritization programs.
14. Assists the Principal Traffic Engineers with administrative duties, long-range planning, and the development of department policies, procedures, and priorities.
15. Assists in the development of the division budget and the public works capital improvement budget.

SECONDARY FUNCTIONS

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Theory, principles, practices, materials and equipment of traffic engineering, public works construction, and transportation planning
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 plans, designs, and specifications for traffic engineering projects
Organize and conduct surveys or research, recognize and collect the necessary data and 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 and one year of experience working in traffic engineering, civil 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

Possession of an Engineer in Training (EIT) certificate within one year from date of hire
Valid Arizona Driver's License