

CITY OF GLENDALE

TITLE:	Principal Engineer	CLASS CODE:	727
REPORTS TO:	Various	GRADE:	34
DEPARTMENT:	Various	FLSA:	E

JOB SPECIFICATION DATE: June 11, 2008 cm

JOB SUMMARY

Performs advanced professional traffic or civil engineering disciplinary functions and performs a variety of technical tasks relative to assigned areas of responsibility.

ESSENTIAL FUNCTIONS

NOTE: Specific functions, required knowledge, skills & abilities may vary depending on assignment.

1. Plans, organizes, and manages the activities of professional and paraprofessional staff within their department.
2. Assists with administrative duties including the development of department policies and procedures.
3. Reviews, evaluates, and approves traffic or civil engineering plans for street construction projects, private development and/or city capital improvement projects. Signs and seals plans and related documents as needed.
4. Develops engineering standards and specifications for areas of assigned responsibility.
5. Directs all traffic planning and forecasting programs.
6. Supervises the planning coordination and management of public works projects.
7. Supervises the management of outside consultants
8. Approves payment to outside consultants and contractors.
9. Develops traffic engineering standards, specifications, timing plans, and procedures for designing intersections, curbs, lanes, signs, and signals.
10. Manages the design and implementation of the City's computerized traffic signal system.
11. Reviews capital improvement project schedules and project manager workloads.
12. Prepares specifications for traffic control devices for bidding processes.
13. Provides technical direction, project management, and assistance to developers, consultants, outside agencies and engineering staff regarding projects.
14. Provides lead expertise, technical direction and assistance to technical staff.
15. Coordinates city projects with other cities and agencies.
16. Prepares and presents written and oral reports for City management and the public.
17. Supervises research, analyzes findings, and prepares recommendations for infrastructure planning needs, or neighborhood traffic studies, and sensitive traffic issues.
18. Responds to and resolves citizen inquiries and complaints regarding engineering projects and infrastructure.
19. Participates in the development of department and capital improvement budgets.
20. Represents the City on professional and technical committees.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- The theory, principles and practices of traffic or civil engineering
- Professional literature and sources of information for the disciplines in area of assignment
- Research and statistical methods and procedures applied to discipline area of assignment
- Project management and supervisory practices
- Public works design, standards and construction and the methods, materials and techniques used in the construction of public works projects
- City and state laws, ordinances and regulations governing municipal engineering
- A city's public works infrastructure
- Basic contract law, bond and insurance requirements

Ability to:

- Plan, assign and manage the work of others
- Prepare and monitor a division and/or project budget
- Prepare or review plans, designs, and specifications
- Sign and seal engineering plans and documents
- Make decisions regarding project priorities, costs, and alternatives
- Perform research, analyze findings, prepare and present reports to city management
- Effectively communicate both orally and in writing
- Establish and maintain effective working relationships with city staff, contractors and the public
- Operate a computer and engineering applications

WORKING CONDITIONS

Office setting with occasional field inspections of projects.

MINIMUM QUALIFICATIONS

Bachelor's Degree in an Engineering specialty such as Transportation or Civil, and five years of increasingly responsible experience as a professional engineer in the area of assignment including one year of lead or supervisory experience.

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

SPECIAL REQUIREMENTS

Registration as a Professional Engineer in the State of Arizona
Valid Arizona Driver's License