

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Transportation Systems Manager</b>	<b>CLASS CODE:</b>	<b>852</b>
<b>REPORTS TO:</b>	<b>Principal Engineer</b>	<b>GRADE:</b>	<b>32</b>
<b>DEPARTMENT:</b>	<b>Transportation Services</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: March 12, 2012 db</b>			

### **JOB SUMMARY**

Manages the planning, design, operation and maintenance of the City's comprehensive traffic signal system, including intelligent transportation systems (ITS). Maintains and operates the City's traffic signal computer system and ITS Program, including the telecommunications network, closed circuit television cameras and variable message sign infrastructure. Responsible for construction and maintenance activities of the City's traffic signal system, and oversees the City's fiber optic backbone conduit, communication and connections.

### **ESSENTIAL FUNCTIONS**

1. Plans, organizes, and manages the implementation of the City's traffic signal and ITS system.
2. Maintains and operates the City's traffic signal and ITS programs, including the traffic signal computer system, telecommunications network, closed circuit television cameras and variable message sign infrastructure.
3. Serves as the caretaker for the City's backbone conduit, communication and fiber optic connections.
4. Plans, prioritizes, assigns, supervises and reviews the work of staff involved with traffic signals, transportation system development, database administration, system and engineering analysis, testing and documentation.
5. Participates in budget preparation and administration, prepares cost estimates for budget recommendations, submits justification for equipment and programs, monitors and controls expenditures and prepares technical specifications for RFPs, bids and purchase orders.
6. Represents the City of Glendale on various County, MAG, regional and State committees, as assigned.
7. Proposes recommendations and improvements to the existing traffic signal system and communication network.
8. Anticipates future traffic problems and recommends solutions.
9. Directs and manages the efforts of outside consultants.
10. Develops, evaluates and implements telecommunication plans and systems, including both wire line and wireless components.
11. Reviews and investigates citizen requests for traffic signal and ITS improvements.
12. Makes recommendations through the Principal Traffic Engineer for traffic ordinances or legislative bills relating to traffic signal and ITS issues.
13. Acts in the absence of the Principal Traffic Engineer.
14. Directs staff efforts in the development of new policies and services for traffic signal and ITS system projects.
15. Assigns projects, establishes individual project scopes, schedules and performance expectations; monitors progress and evaluates project and staff performance results.
16. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

Theory, principles, practices, materials and equipment of traffic signal operation, telecommunications, fiber optics, closed circuit television cameras and all other aspects of ITS and traffic signal systems

The principles and practices involved in the installation, maintenance and repair of traffic signals, controllers and electronic traffic systems

Troubleshooting techniques for traffic signal control equipment and other effective corrective measures. Professional literature and sources of information for the field of traffic signal and ITS systems

Research and statistical methods and procedures applied to traffic signal and ITS systems

The Manual of Uniform Traffic Control Devices and the Phoenix Barricade Manual

Management of consultants and consultant contracts

Negotiation, conflict management and consensus-building techniques

Knowledge of microcomputer operations and the application to traffic signal systems

### **Ability to:**

Effectively plan, organize, and manage the work of others

Develop and implement a considerable and difficult work plan

Prepare and monitor a division budget

Represent the City of Glendale on various County, MAG, regional and State Committees

Organize and conduct surveys or research, analyze findings, prepare recommendations, present written and oral reports

Communicate effectively both verbally and in written form

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

Conduct neighborhood meetings with the general public on ITS and traffic signal issues and be viewed by the public as an expert in these areas

Exercise considerable initiative and independent judgment

Provide quality customer service

Plan, organize and manage the activities of project teams and multiple projects

Interpret regulations, policies and guidelines of the City of Glendale and other government agencies

## **WORKING CONDITIONS**

Office setting with a significant amount of field inspections.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Mathematics, Engineering, Computer Science, or a related field, and five years of relevant work experience in systems engineering, traffic signal systems or Transportation Engineering, including at least two years of ITS planning and implementation work, and two years of supervisory experience.

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

## **SPECIAL REQUIREMENTS**

Valid Arizona driver's license