

JOB TITLE: Traffic Engineer

JOB CODE: 13A.21

GRADE: 23

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: The purpose of this position is to perform professional work relating to traffic management and transportation planning within the City. The work also involves the review of, and planning for, the location, design, construction, maintenance and operation of proposed public and/or commercial road, building and other civil engineering and transportation planning and/or management projects.

MINIMUM QUALIFICATIONS: A Bachelor Degree with major course work in civil engineering and/or transportation planning or a related field, plus three (3) years related transportation engineering experience, preferably related to public works projects and involving project management to include supervision of personnel. Licensed as a Professional Engineer by the Florida Department of Professional Regulation is required. Possession of and ability to maintain a valid State of Florida Driver's License is required.

SPECIAL REQUIREMENTS:

- Knowledge of civil engineering and transportation planning principles, concepts, design methods, practices, procedures, processes and operations, including computer modeling techniques and applications.
- Knowledge of the managerial, operational, administrative, political, environmental, and other issues pertaining to municipal planning activities, building, zoning and housing codes and related ordinances, regulations and other requirements.
- Knowledge of contracts and other legal documents relating to project planning and approval.
- Knowledge of the principles and practices applied in inspection and testing of materials used in the construction of civil engineering projects.
- Knowledge of program planning/project management and evaluation principles and procedures.
- Knowledge of potential safety hazards and applicable safety precautions.
- Skill in the use and maintenance of engineering tools, equipment and/or instruments.
- Skill in the development, management and manipulation of databases.
- Ability to plan, direct, manage and supervise subordinate staff.
- Ability to analyze and interpret engineering plans, specifications, drawings and related data.
- Ability to make engineering computations, engineering drawings and plans.
- Ability to plan and review projects, make accurate cost and environmental impact estimates, and to inspect work for compliance with plans, specifications and regulatory requirements.
- Ability to prepare and present complete, accurate and coherent reports and analyses.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with Engineering Department staff, staff of other City Departments and Offices, other governmental entities, vendors, developers, contractors and the public.

ESSENTIAL FUNCTIONS:

- Evaluates proposed public and/or commercial construction projects for compliance with the City's Traffic Concurrency Management Plan, and county, state and federal government traffic management and environmental protection requirements.
- Prepares analyses of proposed Traffic Concurrency Management Plan amendments, formulates models, integrating data and comments from governmental officials and the general public.
- Assists the Assistant City Engineer in the overall implementation of the City's Traffic Concurrency Management System.
- Plans, develops and conducts special studies relative to preparation, updating and maintenance of the City's Traffic Management and Transportation Plans.
- Develops or supervises the preparation of various statistical analyses and planning studies for the maintenance and updating of the City's capital improvement programs.
- Coordinates with the Metropolitan Planning Organization and other regional planning agencies and activities in the development of programs addressing the City's transportation infrastructure needs.
- Prepares or supervises the preparation of recommendations to the Planning Board, Development Review Committee and City Commission on traffic management and transportation planning issues.
- As assigned, represents the Department and makes presentations to the Planning Board, Development Review Committee and City Commission on traffic management and transportation planning issues.
- Reviews traffic impact and transportation planning studies and provides appropriate comments and recommendations regarding potential effects on the City's Traffic Management and Transportation Plans.
- Responds to complaints from and makes presentations to governmental bodies and public entities.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are an essential component of this position. Frequent contacts are required with developers, contractors, consultants and governmental and public entities concerned with traffic and transportation issues. Contacts with City, county and federal traffic management and transportation planning officials and staff are required to coordinate technical, legal and regulatory issues. Contacts with employees of other City Departments involve primarily issues related to planning and project coordination. Other public contacts may be required from time to time to explain City traffic management and transportation planning systems and projects.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head or designated representative. Direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of

effective and harmonious work contacts. Incumbent is required to use considerable initiative, judgment and ingenuity in planning and executing the work.

SUPERVISION EXERCISED: Supervises Transportation Team staff and other related personnel as assigned.

PHYSICAL REQUIREMENTS: This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and computer files. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.