



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Traffic Engineer	LAST UPDATED:	January 13, 2016
DEPARTMENT:	Engineering Services	JOB CLASS:	
REPORTS TO:	Assistant Engineering Director	FLSA DESIGNATION:	Exempt

Summary: Under general supervision of the Assistant Director of Engineering, assists the Assistant Director by overseeing and directing the daily scheduling and assignment of activities to transportation engineering staff in the Engineering Transportation Division. Supervises assigned staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists with supervision and direction of the daily operations of the Engineering Transportation Division.
- Manages all phases of assigned Traffic Signal System Improvement Projects.
- Coordinates with the Senior Civil Engineer on completing Capital Improvement Projects (CIP).
- Designs and implements traffic signal design plans, traffic control plans, specifications, drawings, reports and recommendations on improvements and new construction for the City.
- Reviews and approves engineering drawings, specifications, and designs submitted by developers, contract consultants, and construction engineers.
- Meets with developers and engineers to provide technical guidance and assistance on proposed projects.
- Assists with the development and implementation of design manuals, ordinances and procedures.
- Provides technical assistance to and reviews work of assigned staff engaged in designing and implementing engineering projects.
- Assists in the preparation of contracts, negotiates and mediates differences with contractors, provides pay estimates and initiates change orders.
- Monitors consulting engineering contracts.
- Conducts ongoing site inspections of assigned Capital Improvement Projects at all phases of construction.
- Trains and monitors Engineers in Training and subordinate Engineers on division policies and procedures.
- Directs and manages the design and construction specifications, details and revisions to assigned construction projects or plans.
- Manages the daily operation and maintenance of the traffic signal systems.

Other Important Duties:

- Holds public meetings to address concerns or provide information to residents and homeowners.
- May be required to work weekends or after hours to support traffic management and operations for special events.
- Travels to attend meetings, conferences, and training.
- Acts on behalf of the Assistant Director of Engineering as assigned.

- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of civil engineering concepts, practices, and procedures related to transportation planning, traffic control, traffic signal operations, and signal design.
- Knowledge of State and Federal regulations governing traffic control devices.
- Knowledge of traffic signal construction inspection and investigation practices and procedures.
- Knowledge of traffic signal control operation, installation, maintenance, and repair.
- Knowledge of workzone traffic control standards and procedures.
- Knowledge of Intelligent Transportation System components and their operation.
- Knowledge of traffic signal timing concepts.
- Knowledge of school traffic flow operation and design principles.
- Knowledge of contract preparation, negotiation and implementation.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in planning and implementing transportation studies, design, construction, and short and long range planning procedures and objectives.
- Skill in soliciting information, cooperation and negotiating solutions to meet the concerns of citizens, neighborhoods, developers, and public officials.
- Skill in reviewing and detecting deviations in specifications from approved engineering practices, codes and ordinances.
- Skill in preparing, developing and presenting technical information to public officials, developers, contractors, consultants and the general public.
- Skill in assisting with the planning and implementation of departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Civil Engineering, or related field, **and** five (5) years licensed transportation engineering experience, one (1) year of which is in a lead or supervisory role; **or** equivalent combination of education and experience.
- Must possess a Texas Registered Professional Engineer License. or be able to obtain within 6 months of employment through reciprocity.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to standing or walking for extended periods of time on rough terrain, climbing ladders, entering enclosed spaces, examining traffic signal issues from a bucket truck, bending, reaching, kneeling and lifting when conducting on site inspections.
- May be subject to exposure to loud noises, heavy equipment, chemicals and fumes, infectious diseases, air and water borne pathogens, insects, snakes and rodents common to the construction or renovation of streets, sewers and drainage systems.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, traffic counting equipment, traffic signal controllers, controller testing equipment, cellular telephone, and department vehicles and equipment.

Approved By:

Signed by Brian Moen, Assistant Engineering Director

Brian Moen, Assistant Engineering Director

07/16/2016

Date



Shannon Allyn, HR Generalist

07/16/2013

Date