



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Traffic Engineer</b>	<b>LAST UPDATED:</b>	09/27/2013
<b>DEPARTMENT:</b>	Engineering Services	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Senior Traffic Engineer	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general supervision of the Senior Traffic Engineer, reviews transportation related aspects of development, conducts various traffic studies, responds to citizen concerns, reviews traffic impact studies, reviews and/or designs transportation capital improvement projects and assists with oversight of the operation, development, and long range planning of the City transportation system. Meets with engineers and developers to provide guidance and ongoing review of assigned projects.

*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:

- Reviews development plans for commercial and residential developments.
- Resolves engineering issues with developers or other engineers to meet City standards.
- Reviews traffic impact studies submitted as part of the development process.
- Reviews traffic control plans for roadway construction, signage, and marking projects.
- Conducts traffic signal warrant studies to determine when or if an intersection meets the requirements set forth in the Texas Manual of Uniform Traffic Control Devices.
- Implements neighborhood traffic management programs according to Thoroughfare Design Standards Manual.
- Meets with citizen groups and developers for input into traffic planning.
- Responds and evaluates transportation related issues and concerns raised by citizens and City officials.
- Researches, prepares and submits grant application proposals and administers grant funds.
- Designs pavement markings and signage plans.
- Designs and/or reviews traffic signal construction plans.
- Designs and/or reviews roadway illumination plans.
- Develops and maintains crash database.
- Develops and maintains a traffic count database.
- Assists with the operation and maintenance of the traffic signal system.

### Other Important Duties:

- Develops long and short range transportation plans including capital improvement projects, transportation planning models, and thoroughfare plans.
- Travels to conduct construction inspections, traffic studies, and to attend meetings, conferences and training.
- Assists with traffic control during special events.
- May be required to work weekends or after hours to support traffic management and operations for special events.
- 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 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 Synchro and/or HCS Software.
- Knowledge of AutoCAD and/or Microstation.
- Knowledge of electronic traffic control operation, installation, maintenance and repair.
- Knowledge of public relations and customer service practices and methods.
- 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 reviewing and resolving engineering issues with consultants, engineers, and developers.
- Skill in inspecting, monitoring and managing transportation construction for compliance with material and contract specifications, codes and ordinances,
- Skill in planning and implementing transportation studies, design, construction, and long and short 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 resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Bachelor of Science Degree in Civil Engineering or related field, **and** four (4) years transportation operations, construction, design, or planning experience.
- Must possess Texas Registered Professional Engineers License or be able to obtain within 6 months of employment through reciprocity.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and construction environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, standing and lifting such as when conducting on site inspections or setting up traffic control devices.
- May be subject to exposure to moving traffic, exhaust and extreme weather conditions.
- Some extended hours/shifts are required.
- Must be able to lift up to 50 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, 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 Director  
Brian Moen, Assistant Director, Transportation Engineering

10/08/2013  
Date

Shannon Allyn, Human Resources Generalist

10/08/2013  
Date