ASHEVILLE, NORTH CAROLINA

Classification Specification

City Traffic Engineer
Job Code: 7025
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to perform complex technical traffic engineering duties and to manage operations and staff involved in planning, development and implementation of traffic and transportation infrastructure improvements and maintenance for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to Assistant Director, Transportation and Director, Transportation; and updates and maintains department standard operating procedure manuals.

Develops long- and short-term goals, plans, and objectives for the Traffic Engineering Division: researches and assesses current and future traffic needs for the City; and oversees implementation of established goals, plans, and objectives.

Develops, implements, and monitors division work plan, policies and procedures: keeps informed of current transit issues and concerns; formulates, develops, and monitors implementation of work methods and practices, policies, services standards, standard operating procedures, training programs, etc.; identifies, develops, and recommends changes to City traffic-related ordinances; updates division guidelines according to local, state, and federal rules and regulations; and oversees training programs.

Develops and implements division budget: determines and recommends operational and capital allocations for staffing, equipment, capital improvements, service delivery, and other expenditures; monitors expenditures to ensure compliance with approved budget; and prepares and maintains related financial documentation and reports.

Manages and oversees division and activities: manages the processing and review of temporary sidewalk, lane, and street closure permit applications; responds to closures that may not be permitted and/or do not follow through on permit conditions; manages the operation and maintenance of City traffic signals, beacons, and associated communication device, as well as street lights; manages and oversees maintenance and installation of all traffic signs and pavement markings; manages and oversees the response to and evaluation of public traffic related concerns, including developing various traffic studies which result in work orders to be completed, ordinances to go before City Council for action, etc.

Participates in the City's Technical Review Committee and represents the Transportation Department: reviews and directs development projects; ensures compliance with City adopted codes, standards, and plans; attends pre-application and early assistance meetings with potential developer teams to coordinate project development; and provides technical information and answers questions regarding transportation and traffic engineering Commission and City Council.

Assists in identifying and prioritizing City studies, plans, and capital projects: reviews, develops, and implements studies, plans, designs, and specifications; and secures and manages professional service and general service contracts for related engineering designs, studies, and construction work.

Coordinates traffic engineering activities with other City departments, the North Carolina Department of Transportation, and City and County agencies and organizations: approves driveway and encroachment agreements for sidewalks and other transportation infrastructure; identifies traffic and transportation improvement opportunities and safety enhancements; provides input on public and private project designs; coordinates road closures and operation of shared infrastructure; and coordinates school zones, bus needs, etc. with local schools.

Performs public relations duties: serves as liaison to various local, regional, state, and federal transportation and planning boards, committees, agencies, and organizations: represents the division and attends meetings; provides information; answers questions; makes presentations regarding traffic programs, goals, issues, and concerns; and assists with developing media responses to traffic related questions.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains

as appropriate various forms, reports, correspondence, work orders, project plans, road closure applications, traffic studies, permit and encroachment agreements, budget requests, employee check-ins, engineering standards and processes, design plans, written summaries, meeting agenda, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Civil Engineering or a related field required; supplemented by five years of experience in transportation and traffic engineering, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Professional Engineer's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.