



City of Woodland

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## TRANSPORTATION ENGINEER

### DEFINITION

To plan, coordinate, and supervise the professional and technical civil engineering work in the Infrastructure Engineering (Transportation) branch of the Engineering Division, responsible for the planning, design, construction and maintenance of traffic, transportation and parking facilities.

### SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Public Works/City Engineer.

Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES – The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

### ESSENTIAL JOB FUNCTIONS

Performs the duties of Traffic Engineer when authorized in writing by the City Manager, or when authorized in writing by the Traffic Engineer to act as the Deputy Traffic Engineer.

Plan, supervise, and perform professional engineering work necessary for the development, implementation, administration, and modification of the transportation system.

Update/develop Transportation Master Plan and long and short range funding plans (MPFP and Capital Budget).

Prepare and oversee the preparation of engineering designs, specifications and cost estimates pertaining to the construction, maintenance, and operation of traffic engineering facilities.

Conduct field surveys and supervise and participate in the work of collecting, tabulating, and analyzing traffic information.

Manage and oversee the City's Pavement Management System including coordination with field operations and maintenance personnel.

Represent the City at SACOG and YCTD in support of state and federal funding programs. Research and obtain grant funding for transportation projects.

Coordinate selection, and manage consultant contracts.

Meet and confer with developers, contractors, engineers and the general public relative to city policies, regulations, and procedures; work toward the resolution of discrepancies and problem situations with outside parties.

Regular and consistent attendance.

Work cooperatively with others.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Manage development of road/transportation master plans.

Insure compliance with CEQA and Public Contracts code.

Prepare and write general correspondence, technical reports, statistical reports and Council Communications.

Supervise, train and evaluate assigned staff.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Principles and practices of civil engineering related to the design, inspection, and construction of streets and related traffic control features.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.

Codes, ordinances, resolutions, laws, recent development, current literature and sources of information related to traffic and transportation engineering.

Consultant selection and contract administration.

Principles and practices of supervision, training, and performance evaluation.

Safety principles, practices and procedures.

Operation and programs of a personal computer.

Skill to:

Make complex engineering computations and to check, design, and supervise the construction of a variety of traffic and transportation related projects.

Effectively review, evaluate, and prepare traffic engineering plans.

Plan, coordinate, manage and prioritize a variety of engineering projects.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Communicate effectively, both orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering.

Experience:

Four years of increasingly responsible professional traffic/transportation engineering experience including significant supervisory responsibilities.

License or Certificate:

Possession of a valid certificate of professional registration as a Traffic Engineer in the State of California; possession of a valid California Driver's License.

Council Action: September 5, 2000

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