

**CITY TRAFFIC ENGINEER****Definition:**

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and activities of the Traffic Engineering Section within the Engineering Division of the Public Works Department including long and short-term traffic project planning, reporting, environmental program planning and compliance, design, construction, permitting, right-of-way, and other programs; participates in the development of policies and strategies for section operations; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related work as required.

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, manages, and oversees the daily functions, operations, and activities of the Traffic Engineering Section, including the planning, design, and construction of the City's traffic capital improvement projects.

Participates in the development and implementation of goals, objectives, policies, and priorities for the section; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

Participates in the development, administration, and oversight of section budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.

Provides quality control on work product including but not limited to reviewing reports, construction drawings, letters, and memorandum produced by staff and/or consultants.

Addresses project design requirements and issues as they arise; develops options and solutions to resolve design, fiscal, schedule, legal, and/or construction issues; conducts outreach as appropriate to stakeholders affected by City projects.

Provides advice and technical assistance to City and department management and staff, commissions, and committees, and the public on traffic and transportation matters.

Plans and designs traffic control systems; administers traffic control programs and confers with a variety of public and private officials on traffic engineering issues; serves as the City's representative to other governmental agencies.

Supervise the design and checking of plans and specifications for traffic channelization, traffic signals, street and safety lighting, detours, parking facilities, and other methods of controlling traffic flow and providing for traffic safety in accordance with established city standards; review and sign plans; review and approve plan revisions.

Develops and implements traffic administration policies and procedures.

Supports other City departments as appropriate; provides input on operating issues; performs semi-annual inspections of City systems and facilities; and assists with permitting compliance.

Reviews private development project from the traffic perspective, including traffic generation impacts, vehicle miles travel (VMT) requirements, ingress/egress, and off-site impacts. Develop conditions of approval for traffic related items.

Direct and participate in the preparation and evaluation of technical studies, reports and analyses related to engineering services; analyze and evaluate study results and implement findings.

Coordinate and/or participate in overall transit planning, long-range transportation planning, special planning/development studies and overview of private development traffic impacts.

Prepares and presents staff and agenda reports and other correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.

Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies.

Serves as liaison for the Transportation and Circulation Commission (TCC) and supports the liaison for the Active Transportation Committee (ATC).

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of traffic engineering; researches emerging products and enhancements and their applicability to City needs. Represents the City of Fullerton at Orange County Transportation Authority (OCTA) Traffic Forum meetings.

Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Directs the establishment and maintenance of working and official division files.

Observes and complies with City and mandated safety rules, regulations, and protocols, and ensures staff do the same.

Performs other projects/tasks as assigned.

**Class Characteristics:**

The City Traffic Engineer is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Traffic Engineering Section. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include section budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Bargaining Group: FMA

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

Principles and practices of leadership.

Principles and practices of traffic and highway engineering, including highway capacity analysis, Intelligent transportation systems (ITS), traffic signal operation/timing, safety lighting, curbside management, active transportation, complete streets, and parking (on-street and on-site).

Principles and practices of construction management, including engineering, surveying and inspection methods and materials.

Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Principles and practices of budget administration and monitoring.

City and mandated safety rules, regulations, and protocols.

Negotiation and conflict resolution techniques.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**AND**

**Ability to:**

Plan, organize, oversee, and manage the staff and operations of the Traffic Engineering Section.

Develop and implement goals, objectives, practices, policies, procedures, and work standards.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Provide administrative, management, and professional leadership for the section.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Explain complex design criteria, policies, ordinances, and procedures to consultants, outside agencies, and members of the public.

Perform a diverse range of complex registered professional engineering tasks in support of the City's capital improvement traffic projects and operations.

Manage and prioritize a diverse traffic control program and analyze complex traffic control problems, evaluating alternatives, and reaching sound conclusions.

Research and evaluate engineering methods and techniques for assigned project work.

Prepare accurate estimates of costs, schedules, materials, and staffing resources required for assigned projects.

Prepare detailed analysis and comprehensive technical engineering reports and recommendations.

Serve as a project lead or project manager on the most complex projects and oversee the work of contracted service providers.

Think clearly, logically, and rationally under pressure, adhere to multiple and/or critical deadlines and handle multiple projects.

Analyze, interpret, summarize, and present technical and administrative information and data in an effective manner.

Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.

Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Handle job stress and maintain composure in public settings.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

A bachelor's degree in civil engineering, electrical engineering, mechanical engineering, or a related field from an accredited college or university. Registration as a Professional Traffic Engineer in the State of California at the time of appointment and throughout employment in this position is desired.

**AND**

Seven (7) years of increasingly responsible experience performing registered professional engineering duties in assigned engineering program area, two (2) of which should be in a supervisory or management capacity equivalent to the Assistant City Traffic Engineer classification at the City of Fullerton.

**Special Requirements:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Registration as a Professional Civil Engineer in the State of California at the time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and on-site at various locations depending on the assignment/project. Office work requires sitting for periods of time and the use of a computer keyboard and screen. Providing support to the front counter may require standing for periods of time and direct interaction with the public. When on-site, the incumbent may be exposed to the elements and vehicular traffic and may walk on slippery/uneven surfaces or slopes. The incumbent stands, kneels, bends, crouches, twists and may grasp, lift, carry, push, pull and drag boxes of files and records weighing 50 pounds or less and, depending on area assigned, drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt

Established November 2023