CLASS SPECIFICATION
Transportation Division Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, directs the staff of a division within the Engineering & Development Bureau or the Transportation System Management Bureau of Portland's Office of Transportation engaged in a variety of public works, transportation capital improvement project, traffic and transportation program activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Transportation Division Manager reports to a PDOT Bureau Director and directs professional and technical transportation and engineering staff in a major division within the City's Office of Transportation. Positions within this class may be alternately staffed with a Principal Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of an assigned division's professional and technical staff; with subordinate supervisors, develops, implements and monitors work plans to achieve bureau and division mission, goals and performance standards; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals and objectives consistent with the City's quality and citizen service expectations.

2. Plans, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs and oversees the programs, initiatives and professional/technical activities of a division focused on construction project management of complex capital projects; or on providing a full range

of developer services/permit engineering; or on transportation option analysis and program implementation; or on parking enforcement; or on other designated functional accountabilities.

5. Evaluates the effectiveness of the division's programs and processes; provides direction and assistance to division supervisors and staff for work process and organization improvements; develops and implements new programs, initiatives or regulations that will contribute to division goal accomplishment; meets with a variety of external interest groups to solicit input on division operations.

6. Oversees coordination of division activities with other PDOT divisions and City bureaus, as well as local, state and federal government agencies.

7. Represents the City on regional public works, traffic and/or transportation committees/commissions.

8. Analyzes proposed changes to federal, state and local laws, regulations and rules as well as compliance orders and court decisions affecting the division's delivery of services or program/project management; analyzes potential impacts and recommends position statements; works with other PDOT managers and staff to develop legislative strategy, including testimony or other means of providing information to and advocating actions by decision makers.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Transportation, traffic, engineering construction project management, developer permit engineering and public right-of-way principles, practices, current trends, regulations, standards and laws applicable to the division's functional mission.

2. Management, planning, organization principles and program planning techniques.

3. Budget, personnel, cost control, and administrative practices and policies.

4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, assign, direct and coordinate, through subordinate supervisors, the work of professional and technical staff.

2. Apply federal, state and city laws, codes, standards and transportation, traffic, and/or public works engineering concepts and practices applicable to the division's functional specialization.

3. Review and interpret engineering plans, codes, regulations, and other complex technical documents.

4. Communicate complex technical matters to non-technical individuals, including policy makers.

5. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups, developers and contractors.

6. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, transportation planning, or a related field; and at least eight years of progressively responsible transportation or public works experience, including at least four years of supervision; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0972 PROGRAM MANAGER IV. Adopted: 07-01-92

June 2009 - Change Job Class number from 7578 to 30000642, due to system change.