CLASS SPECIFICATION
City Traffic Engineer

FLSA Status:	Exempt
Union Representation:	Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

Under policy direction, manages and directs the activities, programs and staff of the Traffic Operations Division and performs specific traffic engineering responsibilities as designated by City Code; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for managing and directing the activities of the Traffic Operations Division. The incumbent is responsible for developing, implementing and managing traffic programs, providing guidance and making recommendations to City bureaus on traffic-related issues and participating on the bureau management team. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of traffic operations and safety issues and sensitivities.

City Traffic Engineer is distinguished from other supervisory engineering classes by the incumbent's specialization in the management and supervision of traffic operations and safety activities and functions, as well as through designation by City Charter.

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 the assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; 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, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, 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; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

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. Manages and directs the activities and staff involved in the daily administration of the Traffic Operations Division; develops work programs and establishes program priorities; provides technical leadership and policy guidance and communicates management objectives to bureau management and staff; reviews and approves work performed by staff; manages sensitive community issues; manages the development, implementation and operations of programs designed to improve or maintain neighborhood livability, such as area parking permit programs and traffic calming; develops new programs to address the City's emerging traffic needs; manages contracts for consultants providing traffic engineering services; participates on the bureau's management team; coordinates traffic services with other PDOT divisions.

5. Manages the Traffic Safety Program; provides direction to and supervises staff in identifying high priority traffic safety problems and developing counter-measures for improvement; reviews and approves all changes to traffic controls for traffic and parking signs, pavement markings and meters; manages the regulatory component of parking meters to meet commercial needs and generate revenue, including determining meter placement, time requirements and meter district expansion and establishing loading zones; reviews and approves engineering plans.

6. Directs and supervises investigations and evaluations related to tort claims and lawsuits; makes recommendations to Risk Management and the City Attorney's office on management, strategy and resolution of tort claims and lawsuits against the City that involve traffic control devices.

7. Manages and directs the activities of the Traffic Data Collection Program; ensures adequate staffing and resources; reviews traffic counting equipment hardware and software needs; provides technical oversight of work products generated by staff involved in data collection.

8. Plans, manages and integrates the City's system for truck permitting and routing; directs staff on the administration of state and local regulations applicable to truck freight movement within the City.

9. Oversees customer service activities for traffic and parking issues within the Office of Transportation; directs staff on the in-take, evaluation and response to requests for service for traffic flow and safety and parking regulation.

10. Coordinates traffic activities and services with other bureaus and external agencies; resolves complex jurisdictional issues; partners with the Police bureau to develop and implement new forms of photo enforcement and to coordinate service response.

11. Participates in the development and monitoring of the division budget; reviews and approves budget expenditures.

OTHER DUTIES

1. Makes recommendations and develops support for legislative initiatives regarding improvements to traffic safety.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theories, principles and practices of traffic engineering, including applicable traffic and zoning codes, ordinances, regulations and guidelines.

2. Computer applications relating to traffic engineering and analysis.

3. Operation and maintenance of traffic control devices and equipment.

4. Administrative principles and methods, including goal setting, program development and implementation.

5. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.

6. Principles and practices of public administration, including budgeting, reporting and maintenance of public records.

7. Research methods and data analysis techniques.

8. Principles and practices of effective business communication.

9. Operation of standard business computer software.

10. Principles and practices of effective management and supervision.

11. City human resources policies and labor contract provisions.

Ability to:

1. Strategically plan, organize, design, implement and monitor traffic engineering and safety programs.

2. Plan, organize, assign, review and evaluate the work of professional, technical, and administrative support staff.

3. Provide technical assistance and staff leadership on all aspects of the division's function.

4. Analyze technical traffic design engineering problems, evaluate alternative approaches, and adopt effective solutions.

5. Understand, interpret, explain and apply City traffic operations and safety rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

6. Exercise independent judgement and initiative within established guidelines.

7. Present proposals and recommendations clearly and logically.

8. Communicate effectively orally and in writing.

9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.

11. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, representatives of other governmental agencies, the public and others encountered in the course of work.

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 major coursework in civil and traffic engineering; eight years of professional civil or traffic engineering experience, two of which were in a supervisory or administrative capacity; or the equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver’s license may be required for certain assignments.

State of Oregon Registered Professional Engineer.

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 classes:

3169 PRINCIPAL ENGINEER Adopted: 07-01-92
June 2009 - Change Job Class number from 7654 to 30000684, due to system change.