

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE:	TRAFFIC ENGINEER	JOB CODE: 2111
DEPARTMENT:	COMMUNITY DEVELOPMENT	DATE: 12/2007
DIVISION:	ENGINEERING	
REPORTS TO:	CITY ENGINEER	

JOB SUMMARY:

Performs a variety of professional engineering and managerial work involving administrative and technical tasks to assist the City Engineer in coordinating and implementing the traffic and transportation activities of the Engineering Services Division. Responsibilities include supervising and administering the City's traffic and transportation program projects and activities including the initiation, planning, organizing, design, construction and funding applications of major traffic and transportation capital projects as well as supervising the transportation related technical review of proposed development plan designs and concepts for traffic impacts, compliance with street standards, adherence to codes, consistency with major street plans, multi-modal access, neighborhood traffic management, traffic safety and other transportation related design elements. Represents the City with contractors, developers, engineers, government boards and agencies, and the general public.

ESSENTIAL JOB FUNCTIONS:

Assist the City Engineer in coordinating the Engineering Services Division's traffic and transportation engineering activities including the establishment of division goals, policies and priorities related to transportation engineering, traffic control systems, street design, neighborhood traffic management, and development review of traffic and transportation issues.

Assist the City Engineer in planning, organizing, and administering the division's long-range Capital Improvement Program (CIP) related to major traffic and transportation projects and programs for the purpose of improving traffic flow, increasing roadway and intersection capacity, reducing traffic accidents and promoting neighborhood traffic management.

Coordinates transportation engineering and planning projects and related activities; participates in the preparation of complex transportation planning and traffic engineering plans, designs, specifications, and cost estimates; coordinates and reviews the work of project consultants; directs technical functions in the design, acquisition of right-of-way and construction of transportation facilities.

Coordinates and performs traffic and transportation related technical review of proposed private development projects including review of design and concept plans for traffic impacts, compliance with street standards, adherence to codes, consistency with major street plans, multi-modal access, neighborhood traffic management, traffic safety and other transportation related design elements required for compliance with City policies, standards, regulations and ordinances.

Directs the collection, analysis and interpretation of traffic data and survey results for accuracy; uses such data for technical studies, planning and setting goals.

Directs the performance of traffic operations including conducting field investigations such as signal operation, traffic control devices, sign installation, traffic safety, and roadway pavement marking installation; prepares surveys and studies to justify the implementation of traffic safety projects and programs.

Reviews, recommends and implements traffic engineering improvements including changes to and application of City standards.

Represents the division and/or department to other City departments, outside agencies and the community; coordinates activities with others including developers, governmental and private agencies, consultants, architects, contractors, vendors and the general public.

Develops agendas, organizes meetings, prepares staff reports and other correspondence and makes presentations to the City Council, Planning Board and various technical committees including the Traffic Operations Committee, Parking Committee and the Traffic Management Committee.

Presents proposed programs and projects to community groups; represents the City on committees and boards regarding local and regional issues.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of traffic management and transportation engineering.

Carries out supervisory responsibilities in accordance with City policies, procedures and applicable laws including training of job skills, planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Collaborates and negotiates with other City staff to coordinate efforts and maintain cooperative and efficient relations.

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Acts as contract administrator in maintaining service contracts for compliance with all applicable federal, state and local regulations. Authorizes progress payments and associated expenditures. Negotiates change orders.

Develops relations and maintains contact with consultants, contractors, Federal and State agencies and others regarding construction management. Assists other departments with personnel, equipment or other resources in order to accomplish City-wide goals and objectives.

Coordinates activities between contractors, utility companies and City staff as they relate to any public or private development project. Coordinates numerous public and private development projects simultaneously.

Assists the City Engineer in developing and recommending the operating budget as assigned. Assists in the administration of the approved CIP budget by monitoring scheduled reports, reviewing monthly status of active accounts and advising the City Engineer of any budget issues on an ongoing basis.

Prepares and evaluates requests for proposals (RFP), coordinates reviews with other project engineers, compiles and coordinates the distribution of bid documents, answers questions from bidders, issues addenda, reviews bids for acceptability and organizes public participation processes.

Monitors and enforces current, newly adopted, and proposed legislation related to assigned areas of responsibility.

Performs related duties and responsibilities as required or assigned.

MATERIAL AND EQUIPMENT USED:

Computer, Telephone, Photocopier, Calculator, Printer, Plotter, Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year accredited college or university with major coursework in civil or traffic/transportation engineering, or other related field; and five (5) years of progressively responsible traffic and transportation engineering experience including three (3) years of supervisory experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Registration as a Licensed Professional Engineer (PE) required; additional registration as a Professional Traffic Operations Engineer (PTOE) preferred.

Valid New Hampshire Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of civil, traffic and transportation engineering.

Principles and practices of construction.

Principles and practices of traffic signal systems with the ability to develop, design and manage traffic signal systems.

Modern methods and techniques utilized in development, design, and construction of municipal infrastructure.

Construction cost estimating for municipal infrastructure improvements.

Local codes, ordinances, and State and Federal laws affecting municipalities.

General management principles.

Municipal budgeting procedures and multi-funded financing operations.

Computer applications related to the work, including AutoCAD, and other civil engineering design software and traffic and transportation engineering software.

Accepted personnel practices, procedures, and policies including; supervision, training, and performance evaluation.

Skill in:

Typing and operation of a computer to enter and retrieve data.

Strong analytical abilities and skills.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondences and other written materials.

Mental and Physical Abilities To:

Read and interpret construction and development plans and specifications.

Plan, organize, and control work of assigned staff on special projects.

Establish and maintain effective communications and working relationships with other City officials, employees, contractors, consultants, and the general public.

Prepare and present various reports for oral and written presentations.

Give directions and gain compliance from subordinates.

Select, develop, organize, motivate, and effectively utilize staff.

Interpret and apply established rules, regulations, policies, and procedures.

Accurately use engineering design software and AutoCAD drafting software.

While performing the essential functions of this job, the employee is frequently required to stand and walk, and climb or balance.

While performing the essential functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear, and lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, and peripheral vision, ability to discriminate between colors, and ability to adjust focus.

Working Conditions:

The incumbent's working conditions are typically moderately quiet. The incumbent is often required to work on active construction sites.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.