

## **ASSOCIATE ENGINEER - TRAFFIC**

### **Definition:**

Under general supervision, performs professional traffic engineering work of above average difficulty; provides daily oversight and assists in managing the activities of the Traffic Engineering Section; provides project management and administration; provides highly responsible and complex staff assistance to the Director of Public Works and City Engineer/Assistant Director of Public Works and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages or assists in the management of projects and the day-to-day operations of the Traffic Engineering Section.

Manages or assists in the management of the City's Traffic Management Center.

Performs professional traffic engineering work of above average difficulty to include reviewing plans related to construction; performs a variety of engineering work to include the preparation of plans, estimates, specifications, and other documents; serves as project engineer and performs related work as required.

Monitors and approves expenditures as appropriate, forecast funding sources and the need for appropriations.

Prepares or assists in the preparation of operating and capital improvement project budgets.

Prepares or assists in the preparation of grant applications and ensures compliance with grant regulations.

Researches, negotiates, administers, assigns work, and monitors contracts and agreements with outside suppliers, service providers, consultants, other engineers, and contractors

Reviews plans related to public works construction to include streets, traffic control, striping and signal plans.

Prepare plans, estimates, reports, and related studies for traffic signals and other traffic control or safety measures.

Manages a variety of traffic-related capital improvement projects.

Obtains necessary data to prepare plans, provide estimates, for traffic signals and other traffic control or safety measures, in conformance with regulations and/or policy.

Develops and prepares specifications, reports, correspondence, plans, petitions, and diagrams.

Establishes technical criteria and standards and makes technical engineering decisions. Coordinates assigned activities with consultants, other engineers, developers, contractors, other City departments and outside agencies as needed.

Prepares requests for proposals and contracts for consulting services.

Makes oral and written presentations.

Trains, provides technical direction to, monitors the work of and assists in the supervision of assigned staff.

Operates a personal computer and uses applicable software.

Responds to a variety of inquiries from a variety of individuals

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Lifts and moves boxes of records weighing 30 pounds or less.

Performs other projects/tasks as assigned.

**Class Characteristics:**

Associate Engineer - Traffic is a single incumbent professional engineering class in the Traffic Engineering Section of the Public Works Department. The incumbent has substantial responsibility for the approval of traffic engineering plans, the management of assigned projects and the design of a variety of specialized and complex traffic engineering projects.

**Contacts and Relationships:**

An Associate Engineer - Traffic establishes and maintains contact with staff in the Engineering Division within the Public Works Department and staff in other City Departments. Additional contact will occur with other governmental agencies, consultants, contractors, vendors and the public.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Traffic engineering principles and practices as applied to the design, construction and inspection of streets, storm drains, sanitary sewers, water lines and related public works projects.

Drafting and mapping principles and techniques.

Methods, materials and techniques used in the construction of traffic safety-related projects.

Principles, practices, and procedures of funding sources and grant funding compliance.

Applicable laws, regulations, codes and ordinances applicable to area assigned including Federal and State laws/requirements.

Rules and regulations governing supplemental funding sources for public works construction and/or studies.

Recent developments, literature and sources of information regarding traffic engineering matters.

Basic supervisory techniques.

English usage, spelling, grammar and punctuation.

Report writing techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

**AND**

**Ability to:**

Assume responsibility for all services, activities, goals, objectives, policies, procedures, and work standards of the Traffic Engineering program including traffic signal system operations and traffic safety.

Make engineering design computations and check, design and prepare engineering plans, specifications, studies and technical reports.

Conduct comprehensive engineering studies; prepare related reports and recommendations.

Understand and interpret engineering construction plans, specifications and other contract documents.

Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, and operational alternatives; prepare grant applications and ensure compliance with grant regulations.

Interpret and apply pertinent laws, rules and regulations.

Organize work and adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact; maintain a professional demeanor and remain calm and composed in demanding situations.

Establish and maintain effective relationships with those contacted in the course of work.  
Handle job stress

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

**Education and Experience:**

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

Bachelor's Degree in Engineering or a closely related field from an accredited college or university.

**AND**

Three years of experience involving the design, construction and inspection of traffic engineering projects.

**Special Requirements Include:**

Valid and appropriate California Driver's 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 Pull Notice Program.

Possession of a State of California Engineer in Training Certificate.

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

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

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

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

Established October 2021