

**MAJOR FUNCTION**

This is responsible professional, technical and administrative work directing the traffic engineering functions of the city. Work involves the managerial control over the operations of traffic engineering projects and programs. Work is performed under the administrative direction of the Manager – UUPI Programs; however, work requires the exercise of initiative, discretion and judgment in performing daily operations. Work is reviewed by observation of results, written reports and through conferences.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assigns, directs, and evaluates the work of subordinate professional, technical, and clerical personnel. Prepares and administers the section budget. Studies the geometric design of streets, highways, abutting lands, and the traffic operations. Studies traffic conditions from fixed locations, vehicles, or aircraft to detect unsafe or congested situations. Observes locations of possible alternative routes or the need for corrective action. Evaluates statistical and physical data requiring such conditions as vehicle count per mile, pavement capacity, and projected future traffic loads. Makes recommendations to the Manager – UUPI Programs and implements immediate plans for engineering improvements to eliminate or reduce accident potential. Studies city traffic control devices, such as signal, traffic signs, pavement markings, sight distance at intersections/driveways, and street lighting to ensure maximum efficiency, controlling, guidance, and safeguarding of vehicular and pedestrian traffic. Develops quality and productivity improvement capabilities to improve services and effectiveness. Coordinates with other departments, the development of long-range specific projects for traffic engineering improvements in the city. Develops public information and training programs to inform the public and enlist cooperation in reducing congestion and accidents. Supervises the collection of data. Compiles reports and budget presentation incidental to traffic engineering functions. Oversees city-wide maintenance of traffic (MOT) permitting and enforcement for roadways and sidewalks, traffic signal design, traffic studies, and traffic counts. Recommends the hiring, transfer, promotion, demotion, grievance resolution, discipline and termination of employees. Conducts performance evaluations. Performs related work as required.

**Other Important Duties**

Confers with citizens, businesses and government officials to resolve complaints concerning traffic related issues. Coordinates with the County, State and Federal officials in developing financial assistance for specific projects. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, techniques and theories of traffic engineering, as they relate to municipal traffic patterns and conditions. Thorough knowledge of street design and geometrics as they relate to traffic engineering. Thorough knowledge of current developments and literature in the field of traffic engineering. Thorough knowledge of modern management methods and techniques. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, assign, direct and review the work of employees directly and through subordinate supervision. Ability to present facts and recommendations effectively. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself effectively and concisely orally and in writing. Strong leadership, professional judgment, decision-making and problem-solving skills. Excellent interpersonal facilitation and communication skills. Skill in the use of personal computers and the associated programs and applications necessary for job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in traffic engineering or civil engineering with major course work in traffic engineering or a related field and five years of professional experience that includes traffic

engineering; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

**Necessary Special Requirements**

Possession of a valid class "E" State driver's license at the time of appointment.

For those positions that involve engineering and design activities, applicants must possess a Professional Engineer license at the time of application. Must obtain a Professional Engineer license in the State of Florida within one year of employment. Must maintain registration in the state of Florida for continued employment.

During emergency situations, incumbents are considered essential employees and must be available to work for extended hours over periods, including being away from family for extended periods.

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