



Department:	Public Works/Engineering
Bargaining Unit:	Mid-Management
Salary Range:	M-61
Last Revision:	April 1995

ASSOCIATE ENGINEER-TRAFFIC

DEFINITION

Under general direction, to plan, assign, direct, review, and participate in services and activities related to traffic engineering within the Engineering Division; to perform journey level professional engineering work; and to provide responsible staff assistance to the Principal Engineer.

SUPERVISION EXERCISED

Exercises technical and functional supervision over professional and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and implement goals and objective, policies and priorities for traffic engineering.

Plan, supervise, and carry to completion comprehensive City-wide programs to promote the safe, orderly, and efficient movement of traffic.

Participate in the preparation and administration of the Engineering Division budget; submit budget recommendations; monitor expenditures.

Identify and illustrate traffic problems to City officials, Traffic Safety Commissioners, community groups and individuals; offer appropriate solutions.

Develop, plan, and administer civil engineering and transportation planning projects.

Evaluate and initiate appropriate action on traffic suggestions and complaints.

Coordinate traffic planning and design with engineering personnel and consulting engineers.

Review plans for new roads and access to major development and subdivisions; recommend changes to improve traffic flow and parking.

Manage parking on the streets and in public parking lots.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Program, process, budget, and monitor State and Federal grants and funds for transportation and safety.

Design channelization and placing of signs and signals.

Plan for traffic safety, parking, street lighting, and signals.

Establish and supervise maintenance of inventories, files, and necessary records.

Prepare reports, grant applications, and program capital improvements related to traffic safety.

Develop criteria for determining the need for signals, channelization pavement markings, stop signs, traffic signals, and related traffic control features.

Conduct field surveys and traffic counts on traffic flow and traffic situations.

Perform and prepare traffic studies of origin, destination, volumes, models, parking, and other factors and issues.

Time traffic signals and coordinate the maintenance of traffic signals.

Provide management information and reports as required for local, State, and Federal agencies.

Represent the city at meetings with outside agencies such as TAC, Council of Governments, and regional, State, and Federal governments.

Participate in the selection, supervision, training, and evaluation of professional and technical subordinates.

OTHER JOB RELATED DUTIES

Coordinate and supervise the installation of traffic control devices in the field by City personnel.

Assist legal Counsel in the preparation of material needed for the City's representation in legal matters in regards to traffic safety.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of traffic, parking, and transportation engineering.

Knowledge of:

Methods and equipment used in conducting traffic counts and surveys.

Recent developments, current literature, and sources of information regarding traffic engineering and parking administration.

Applicable laws and regulatory codes relevant to the assigned area of responsibility including the California Vehicle Code, Caltrans Traffic Manual, and MUTCD.

Principles and practices of modern office management.

Principles of program planning, organization, and administration.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Principles of advanced mathematics and their application to engineering work.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Apply traffic engineering and parking knowledge to specific technical problems.

Design systems for the safe movement of traffic including designing and timing traffic signals and designing street and public area lighting.

Prepare plans, designs, and specifications for minor roadway construction projects.

Supervise and conduct traffic improvement inspections; administer contract for traffic safety and minor roadway construction projects.

Prepare regional, State, and Federal grant applications.

Deal tactfully and effectively with the general public, civic and community groups, public officials, and city staff.

Ability to:

Assist in supervising, training, and evaluation professional and technical subordinates.

Ensure project compliance with pertinent laws, codes, and regulations.

Conduct engineering studies and technical research and prepare comprehensive reports and recommendations.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of increasingly responsible professional traffic engineering experience including two (2) years of supervisory and administrative experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid Certificate of Registration as a Professional Civil Engineer or Traffic Engineer in the State of California is desirable.

Special Requirements

City of Hollister
Associate Engineer-Traffic (Continued)

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: April, 1995