



TRAFFIC ENGINEER

Department: Planning and Public Works
Job Class #: 921400
Pay Range: Professional 21

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional and supervisory work in the field of traffic engineering and maintenance. An employee in this class is responsible for planning, organizing and directing field and office units engaged in traffic engineering and maintenance activities. The incumbent applies extensive and diversified knowledge of traffic engineering principles and practices in broad areas of assignment and related fields.

SERIES CONCEPT: The job series consists of two job classifications, the Traffic Engineer and the Associate Traffic Engineer. The Traffic Engineer is distinguished from the Associate by having overall division supervisory and administrative responsibilities.

ESSENTIAL FUNCTIONS:

- Plan, organize and direct county-wide traffic engineering and maintenance activities using acceptable methods of planning and management.
- Provide leadership and direction to a staff of professional, technical, clerical and trade subordinates; delegate authority to personnel commensurate with responsibility and ensure the proper functioning of section staff.
- Schedule and assign employees, approve or deny use of sick leave, vacation leave, and overtime.
- Train and educate staff on criteria and standards of division.
- Assist in developing recruitment and selection processes; conduct final interviews; recommend individuals for hire.
- Complete reviews and evaluations of subordinate employee job performance; initiate disciplinary action when necessary; respond to grievances at the first level.
- Develop, monitor and control the division's budget and establish financial management policies and procedures for the division; justify budget requests and amendments relative to the traffic division.
- Develop and implement systems for the collection and analysis of traffic engineering information such as accident records, traffic volume count programs, speed limits, road classifications, planning studies, design studies and operational studies and inventories.
- Supervise the development, implementation and management of traffic division data collection, recording and monitoring systems such as inventories, cost accounts and compliance records.
- Develop and implement traffic flow and safety programs responsive to public service needs; review and analyze the effectiveness of safety programs within the division and participate in the development of overall safety policies and procedures.
- Direct the installation, maintenance, replacement and removal of traffic signal devices, roadway markings and traffic control signs; plan and direct field and office studies of traffic control problems to determine effectiveness of devices or need for new control.
- Advise road maintenance and engineering divisions on traffic control, geometrics, signing and illumination; provide advisory assistance and technical guidance on traffic-related matters to interested parties; testify as expert witness in legal proceedings, as required.
- Evaluate and recommend the need for obtaining private consulting services; coordinate and direct the work of consultants and construction contracts as required.

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ESSENTIAL FUNCTIONS: (continued)

- Assume overall responsibility for completeness and accuracy of projects and certify that project plans meet all regulations and applicable engineering standards and criteria.
- Coordinate the division's activities with other divisions, departments, and other jurisdictions.
- Coordinate with federal and state agencies to establish and maintain eligibility for system improvement and program development grants.
- Set policy, formulate short- and long-range goals and objectives.
- Study, analyze, and prepare engineering-related reports as required by state, federal and local authorities; present findings verbally or in writing to county staff, officials or other agencies.
- Make recommendations for action or ordinances based on analysis of division research to County Council or administrative superiors.
- Represent the department before various professional or action committees, public meetings, boards or councils to provide information regarding division activities or to present departmental plans or projects.
- Develop, implement, and review ongoing programs, policies and procedures, assessing job effectiveness and cost efficiencies.
- Assist members of the public with difficult or highly complex matters of policy or those requiring technical expertise.
- Prepare draft legislation and works with elected officials and community representatives to enable passage of legislation.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

- May be on 24-hour call.
- Perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Traffic Engineer works under the administrative supervision of the County Engineer. The Traffic Engineer has administrative and supervisory responsibilities over the Traffic Division Operations. This includes profession and technical engineering staff and traffic operations.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The Traffic Engineer works in an office environment on a daily basis and performs field related assignments routinely. Travel to various field sites and meeting locations is required. Work is performed on a regular scheduled basis and may include evening and week-end assignments.

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The physical activities required include the use of finger dexterity to use and operate a personal computer and related engineering tools and equipment; reading and analyzing complex engineering reports, documents, specifications, and plans; use of eye sight to inspect engineering documents and field work; prolonged sitting at a desk or while attending meetings; driving to various work site locations; and working along side hazardous road conditions. Communication both verbally and in writing with professional and technically skilled staff, developers, contractors, public and private officials is required. Lifting items weighing less than 40 pounds is done on a less frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, concepts and practices of traffic engineering, including MUTCD and AASHTO standards.
- Principles and practices of civil engineering.
- Traffic laws and regulations relating to traffic control, and principles of design of physical facilities for controlling traffic movement.
- The design, operation, uses and limitations of electrical traffic control devices.
- Highway design and geometrics as they relate to traffic engineering.
- Principles and practices of public sector management, organization and supervision.
- Pertinent regulatory codes and ordinances.
- Principles of effective supervision.
- Fiscal control and resource management.
- Current developments and literature in the field of traffic engineering.

Skill in:

- Use and operation of personal computer, spreadsheets, and related engineering tools and equipment.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Effectively assign, evaluate, and supervise professional, technical and administrative staff.
- Administer effective disciplinary action.
- Apply and interpret County ordinances, State statutes, and federal regulations and legislation.
- Prepare, use and interpret complex plans, maps, specifications, special provisions and reports.
- Provide reliable advice and acceptable solutions to difficult engineering problems.
- Establish and maintain effective working relationships with elected officials, county staff, and other groups and individuals.
- Communicate effectively orally and in writing with Speak effectively and convincingly at public meetings and provide testimony at hearings or trials.
- Coordinate and work on multiple assignments concurrently and complete assignments in a timely manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds, including the public, engineers, architects and other technically trained individuals.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major coursework in civil engineering or closely related field, with specialization in traffic engineering, and five or more years of supervisory or management experience relating to the duties of the position is required. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Certification as a Professional Engineer by the State of Washington is required. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. Possession of, or ability to obtain, a Washington State driver's license within thirty days of employment is required.