

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	City Traffic Engineer	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Public Works	JOB NO:	2230
DIVISION:	Traffic Services	DATE:	3/25/12
REPORTS TO:	Director, Public Works	FLSA STATUS:	EX
FULL-TIME: <u>XX</u>	PART-TIME: _____	COST CENTER:	320

REPLACES: City Traffic Engineer

DATE: 06/05

JOB SUMMARY STATEMENT:

Plans, organizes, coordinates, assigns, supervises, directs, participates in, and reviews activities and personnel of Traffic Services Division including planning and budgeting; designing and reviewing designs of streets, intersections, traffic signals, intelligent transportation systems (ITS) and street lighting; overseeing contract administration and construction inspection; operation of streets and intersections utilizing traffic signs, markings, and signals. Acts as City liaison with other local, regional, and state jurisdictions responsible for transportation planning, construction, operation, maintenance, and evaluation.

DUTIES AND RESPONSIBILITIES:

1. Supervises, coordinates, analyzes, and participates in investigations, field studies, data, analyses, and complaint responses. Reviews and responds verbally or in writing to requests for information or services and complaints from Governing Body, Committees thereof, citizens, and others; evaluates improvement projects and operational changes.
2. Selects, manages, develops, and appraises Division supervisory personnel. Consults with and furnishes information to supervisors on Administrative Policies, City Operating, and Interdepartmental Procedures. Interprets Employee Handbook and provides other information and guidance to supervisors. Approves Division payroll. Assigns and assesses duties, projects and tasks within Division.
3. Formulates, prepares, administers, monitors, and evaluates Traffic Services Division goals and objectives, budget and work plans, programs, policies, procedures, priorities, and services.
4. Supervises construction contract administration and construction inspections for City traffic signal, ITS and street lighting projects to ensure compliance with legal requirements of contract administration and compliance with project plans and specifications.
5. Acts as liaison with state and regional officials and adjacent cities on transportation projects and matters; participates in numerous internal and external meetings and serves on internal and external committees involving transportation.
6. Approves and monitors design schedules for preparation of plans, specifications, and cost estimates for City traffic signal, ITS and street lighting projects and ensures inspection during construction and prior to acceptance.
7. Provides or reviews geometrics, signing and marking plans, and traffic control plans for street and intersection projects; oversees inspection of traffic control plans.
8. Oversees the inspection of pavement markings for street and intersection improvement projects as required.
9. Participates in transportation planning by submitting Capital Improvements Program projects and monitoring traffic counting program.
10. May administer significant engineering contracts for design and construction services and coordinate right-of-way acquisition. Seeks and prepares requests for federal financial assistance.
11. Supervises the City's traffic calming program and interacts with residents and members of the Governing Body to ensure successful outcomes with proposed projects.
12. Heads the department's environmental initiatives committee. Participates in educational activities and promotes alternative forms of transportation within the City.

Title: City Traffic Engineer
Cost Center: 320
Date: 3/25/12
Page 2

13. Ensures safe and efficient operation of the Overland Park Traffic Control System (OPTCS). Coordinates with police during major incidents and special events. Provides leadership and direction for technical upgrades and system expansions.
14. Serves as Acting Department Director in his or her absence; provides technical support in legal proceedings involving City traffic engineering; directs administrative activities and monitors files.
15. Provides technical support and recommendation on traffic engineering matters to the Public Works Committee, Public Safety Committee and Governing Body.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in transportation engineering, civil engineering, or a related engineering field of study. Professional Engineer registration in the State of Kansas or registration in another state with State of Kansas registration required within one year of hiring. Master's degree in civil engineering, public administration, or business preferred. Possession of an appropriate, valid driver's license required and must maintain an insurable driving record.

EXPERIENCE:

Ten years of experience in transportation or traffic engineering and five years of progressively responsible management or supervisory experience.

SKILLS:

1. Leadership skills
2. Interpersonal skills
3. Excellent oral and written communication skills; communicate clearly and concisely
4. Analytical skills
5. Organizational skills

MENTAL REQUIREMENTS:

1. Principles and practices of traffic and transportation engineering.
2. Ability to read and comprehend City, state, and federal regulations and technical reports, periodicals, and publications
3. Ability to analyze technical problems and recommend possible solutions
4. Diplomacy and judgement
5. Ability to prioritize work
6. Ability to breakdown complex issues/procedures to individual steps
7. Ability to compile and present data and reports
8. Mechanical aptitude
9. Ability to analyze job safety situations
10. Ability to evaluate, train, and guide others
11. Ability to comprehend confidential information
12. Ability to evaluate, comprehend, and maintain confidential information

Title: City Traffic Engineer
Cost Center: 320
Date: 3/25/12
Page 3

PHYSICAL REQUIREMENTS:

1. Ability to drive City vehicle
2. Ability to make and receive phone calls
3. Ability to make verbal presentations to an individual or group
4. Be attentive for extended periods of time
5. Ability to travel locally and out of state
6. Ability to tour various work/project sites

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Assistant City Traffic Engineer
- Supervisory Civil Engineer

Indirect - Staff employees

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.