

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Civil Engineer I (Traffic)	BAND/LEVEL:	Prof II
DEPARTMENT:	Public Works	JOB NO:	2890
DIVISION:	Traffic Services	DATE:	6/30/15
REPORTS TO:	Supervisory Staff	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 320

REPLACES: Civil Engineer I (Traffic)

DATE: 3/25/12

JOB SUMMARY STATEMENT:

Investigates citizen requests for new traffic control devices (signs, pavement markings, traffic signals, street lighting) and responds appropriately. Oversees the compilation of accident information throughout the City and devises solutions to reduce the number and rate of accident occurrence at specific high accident locations. Helps coordinate activities related to the investigation and installation of traffic calming measures. Prepares and reviews construction plans for traffic signals, street lights, signs and pavement markings, and work zone traffic control for conformance with Overland Park Municipal Codes. Prepares plans, specifications and contract documents for traffic engineering projects. Operates computer hardware, software, and various traffic data collection devices to assist in the administration of Overland Park Municipal Codes.

DUTIES AND RESPONSIBILITIES:

1. Responds to public inquiries on traffic complaints and general traffic engineering information. Discusses complaint with residents. Reviews citizen request, investigates/oversees investigation by technicians, evaluates report, recommends necessary action, prepares/reviews work orders, and responds to/reviews responses by others to initial inquiry. Prepares weekly summary information from citizen request database to track division's responsiveness.
2. Assists Project Engineer with management of the accident reduction and traffic safety program. Helps coordinate compilation of traffic accident data from Overland Park Police records and from bordering communities. Runs queries using accident database to target locations that should be reviewed for accident reduction countermeasures. Concentrates on annual 'Top 25' high accident locations and evaluates the before and after results of any strategies implemented. Coordinates with the Overland Park Police Department to determine proper mix of enforcement and engineering needed to solve traffic safety problems. Seeks funding for safety related projects.
3. Evaluates requests from citizens regarding the installation of traffic calming measures. Oversees data collection effort including turning movement counts, average daily traffic (ADT) volumes, spot speed studies, license plate surveys, and other studies as needed. Helps determine which locations will benefit from the use of traffic calming measures and prioritizes those warranted locations. May attend public meetings to discuss the City's traffic calming program. Evaluates locations after installation to determine effectiveness.
4. Reviews all new construction plans involving construction or installation of traffic signals, street lights, signs and pavement markings, work zone traffic controls, and construction phasing for conformance with Overland Park Municipal Codes, standards, and good engineering practice. Reviews catalog cuts submitted by contractors and approves or rejects their use.
5. Prepares plans, specifications and contract documents for traffic engineering projects that comply with Overland Park Municipal Codes. Visits the site and performs an engineering analysis for street grades, driver visibility, existing utility locations (underground and overhead) and site design. Coordinates with Traffic Engineering Technicians in the completion of the above projects and monitors project progress. Continuously discusses project with affected public, and primary and sub-contractors. Coordinates efforts with other departments involved with project.

6. Serves as project manager for assigned projects, directing all project activities, responsible for managing the project schedule, funding and quality assurance. Prepares preliminary engineering reports and costs. Performs preliminary field reconnaissance, gathers all necessary data, and performs engineering analysis. Reviews existing systems, researches design alternatives, and develops cost estimates. Coordinates with technicians in preparing drawings, discusses project with affected residents, and writes report. Discusses project with Special Projects Engineer and Assistant/City Traffic Engineer. May present and explain report to assist the governing body in planning and prioritizing public works projects.
7. Operates computer hardware and software, including Highway Capacity Software, TRANSYT7-F, CORSIM, PETRA, and PC-Warrants to assist in the administration of the Overland Park Municipal Codes. Maintains data bases and reviews available hardware and software development to enhance traffic engineering operations.
8. 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 organizations with whom interaction is required to accomplish work and employer goals.
9. 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 traffic engineering, civil engineering, or a related engineering field of study to gain formal knowledge of traffic engineering design, conducting various traffic related studies, field traffic data collection procedures, and design and other engineering principles and practices or additional equivalent experience. Possession of Engineer-In-Training Certification within twelve months of employment. Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

None

SKILLS:

1. Good oral and written communication skills for dealing with the public, contractors and other city officials
2. Mathematical aptitude needed to analyze complex engineering data
3. Computer skills to include knowledge of AutoCAD and expertise with spreadsheet and database software application programs.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city codes
2. Ability to analyze complex engineering problems and recommend possible solutions
3. Analytical skills to perform high level mathematical calculations
4. Ability to work under distracting field conditions
5. Understanding of computer hardware and software as it applies to engineering concepts
6. Exhibit diplomacy and judgement when working with citizens, contractors or other public officials
7. Ability to train and guide subordinates
8. Abstract and logical reasoning

PHYSICAL REQUIREMENTS:

1. Ability to lift minimal weight and transport minimal distance
2. Hand/eye coordination to operate data collection equipment
3. Exposure to extreme environmental conditions while conducting site inspection and collecting field data
4. Ability to travel to field locations
5. Ability to visually review engineering plans and reports
6. Ability to operate PC computer
7. Ability to make and receive phone calls
8. Ability to operate City vehicles
9. Visual stamina and acuity adequate to ascertain measurements
10. Climb, walk, stoop, bend

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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.