

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Civil Engineer, Senior (Traffic)	GRADE:	Prof V
DEPARTMENT:	Public Works	JOB NO:	2915
DIVISION:	Traffic Services	DATE:	3/24/2013
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 320

REPLACES: Civil Engineer, Senior (Traffic) **DATE:** 3/25/2012

JOB SUMMARY STATEMENT:

Reviews traffic studies and procedures. Coordinates City's street lighting program. Acts as a project manager for various traffic signal and street light projects. Responsible for operational, technical and management projects as assigned.

DUTIES AND RESPONSIBILITIES:

1. Assists with the review of complaint investigations and other traffic engineering studies. Responds to citizen inquiries and complaints. Investigation procedures include review of accident and other pertinent office file data. Travels to site and observes traffic.
2. Coordinates the City's street lighting program. Reviews work schedules and design work on City street light projects. May assist with review or coordination of developer funded street light projects. Coordinates bid process, plan review, and inspections. Visits project site and discusses problems with inspectors, contractors, and designers.
3. Coordinates planning and design of traffic signal installation and improvement projects. Assists with scheduling and assigning City signal projects to staff, reviews City staff's and consulting engineer's plans, monitors bid process, visits project site and monitors construction inspections.
4. Serves as project manager for assigned projects and supervises project team members in the performance of their duties to ensure that all design and construction is in compliance with applicable City and other governmental requirements.
5. Prepares and supervises the preparation of interlocal agreements, engineering contracts, and other related agreements and contracts required in the process of implementing the division programs. Provides training and policy guidance to other engineers and design professionals in the preparation of these documents. Coordinates the preparation and execution of these documents with adjoining cities, Johnson County, KDOT, and other governmental agencies.
6. Develops and implements work plans for operational, technical and management projects. Develops project scope and objectives. Develops schedules, project estimates, resource plans and status reports. Conducts project tracking and analysis.
7. 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.
8. 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.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in civil engineering with an emphasis in traffic or transportation engineering. Professional Engineer registration in the State of Kansas or in another state with State of Kansas registration required within one year of hiring.

EXPERIENCE:

Six years of traffic engineering experience including project management, negotiating and contract development or equivalent experience.

SKILLS:

1. Project management skills.
2. Organizational skills.
3. Computer skills.
4. Excellent oral and written communication skills.
5. Analytical skills.
6. Negotiation skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Analytical skills.
4. Diplomacy and judgement.
5. Ability to prioritize work.
6. Abstract and logical reasoning.
7. Mechanical aptitude.
8. Ability to analyze safety situations.
9. Ability to train and guide others.
10. Ability to work independently or as a member of a team.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Mobility to travel to work/project sites.
3. Visual acuity to observe traffic conditions and flow.
4. Hand and eye coordination adequate to input computer data and operate traffic control devices.
5. Ability to lift 20 pounds and transport 15 feet.

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.