

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisory Civil Engineer (OPTCS)	BAND/LEVEL:	Mgmt III
DEPARTMENT:	Public Works	JOB NO:	2985
DIVISION:	Traffic Services	DATE:	3/25/12
REPORTS TO:	City Traffic Engineer	FLSA STATUS:	EX
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 320

REPLACES: Supervisory Civil Engineer (OPTCS)

DATE: 6/05

JOB SUMMARY STATEMENT:

Develops, implements, and monitors the Overland Park Traffic Control System (OPTCS). Coordinates timing plans and maintains and monitors all related equipment. Collects and analyzes field data using various software programs. Writes reports and makes presentations to local citizen groups and governing body committees. Researches and evaluates new technology to help improve system efficiency.

DUTIES AND RESPONSIBILITIES:

1. Provides for daily operation, monitoring and evaluation of OPTCS by collecting, analyzing, and/or reviewing data for evaluation of system performance. Coordinates staff efforts, checking timing and coordination plans, and identifies any necessary modifications or additions.
2. Manages fiscal aspects of OPTCS. Approves related invoices and monitors monthly expenditures. Assists with developing operating budgets and traffic related projects in the Capital Improvement Program.
3. Establishes and documents operating procedures for traffic management center (TMC). Coordinates scheduling of staffing needs for TMC consistent with the mission requirements of the City's public safety departments and other external agencies we support.
4. Develops computerized traffic control system coordination plans for each required time of day period for each arterial controlled by OPTCS based on traffic engineering software, engineering knowledge, and related traffic studies and data. Implements timing plans and monitors results. Makes adjustments as necessary.
5. Operates and monitors OPTCS computer hardware and software and related peripheral equipment to maintain optimum overall system performance and function. Maintains central software to ensure proper operation. Maintains database to accurately reflect field configurations. Reads and thoroughly understands software manuals. Clarifies procedures and operation with software consultants. Ensures proper operation of OPTCS communications sub-system by checking weekly each intersection's communication and monitoring daily problems.
6. Prepares written or oral reports on OPTCS operations and submits reports to other members of staff. Answers questions from citizens and responds to complaints about specific locations in need of adjustment. Conducts tours of the traffic operations center. Gives public presentations using visual aids to various engineering or other interested groups.
7. Develops corridor simulation models based on existing conditions and proposed changes to measure the impact to the network. Prepares reports to document analysis and recommendations.
8. Assists with the update and creation of Capital Improvement Projects. Pursues funding allocations from other sources.
9. Reviews new construction plans involving construction or installation of traffic signals. Makes recommendations for system enhancements to improve flow and operating levels of service.
10. 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 field reconnaissance, gathers all necessary data, and performs engineering analysis. Reviews existing systems, researches design alternatives, and develops cost estimates.
11. Acts as City liaison with other governmental entities pursuing regional intelligent transportation systems.

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12. Performs various traffic engineering field studies using mechanical, electrical, and visual traffic counting methods and equipment. Analyzes data for use in evaluating and improving OPTCS performance.
13. Trains and supervises employees assigned to OPTCS. Monitors workload.
14. 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.
15. 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 civil or traffic engineering or a related engineering field of study.

Professional Engineer registration in the State of Kansas or in another state with State of Kansas registration required within one year of hiring. Master's degree in engineering, public administration, or business preferred.

Possession of an appropriate valid driver's license required and must maintain an insurable driving record.

EXPERIENCE:

Eight years of progressive civil or traffic engineering experience. One year in a supervisory management position or additional year of experience in traffic engineering or engineering education.

SKILLS:

1. Strong analytical skills.
2. Good oral and written communication skills.
3. Good computer skills.

MENTAL REQUIREMENTS:

1. Ability to analyze complex engineering problems and recommend possible solutions
2. Ability to assess situation and use judgment in responding.
3. Ability to work independently.
4. Analytical problem solving
5. Ability to analyze safety situation
6. Ability to train and guide others.
7. Concentration
8. Ability to understand and use various software packages.
9. Diplomacy and judgment.
10. Ability to work under distracting conditions.

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer data and operate various traffic counting equipment.
2. Ability to see and count moving traffic.
3. Ability to make and receive phone calls.
4. Ability to operate a two-way radio.
5. Ability to drive City vehicle.
6. Ability to distinguish colors.
7. Ability to climb ladders.
8. Ability to lift 20 pounds and transport 50 feet.
9. Ability to traverse rough terrains.

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Traffic Engineering Technician/Senior Traffic Engineering Technician
Civil Engineer/Senior Civil Engineer

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.