

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB025 Assistant Traffic Engineering Manager
<b>POSITION #/TITLE:</b> 0124 Assistant Traffic Engineering Manager	<b>Adopted:</b> 02-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Public Works/Traffic Engineering	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 17
<b>Reports To Position #/Job Code #/JC Title:</b> 0471/NB161/Traffic Engineering Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Assists in the planning, directing, managing and overseeing of activities and operations of the Public Works Traffic Engineering Division including traffic safety activities; traffic signal operations, signage, pavement markings; and provides technical engineering support to the Traffic Engineering Manager.

<b>Distinguishing Features of the Class</b>
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Extensive leeway is granted for the exercise of leadership, independent judgment and initiative to assist with management responsibilities for traffic division services and activities. Supervision is exercised over the work of Traffic Engineering operations, including Signal Technicians and Traffic Control Maintenance Workers serves as Traffic Engineering Manager in his/her absence, or represents Traffic Engineering Manager as assigned.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, develops, manages and evaluates the operational processes, procedures and functions of the Traffic Engineering operations programs;  
Plans, assigns, schedules, motivates, counsels, and evaluates the work of Signal Technicians and Traffic Control Maintenance Workers for the Traffic Engineering Division;  
Administers policies and procedures for work activities, projects, plans and programs;  
Prepares and monitors budgetary activities for traffic engineering safety improvement projects including, traffic safety activities, traffic signal operations, signage and pavement markings;  
Assists in the development of professional service contacts scope and schedule when supplemental traffic engineering assistance is necessary and administers professional service contract activities to help ensure the contract terms and conditions are achieved;  
Manages and documents traffic engineering processes and compliance activities for traffic safety signal and maintenance operations;  
Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of traffic engineering systems;

Manages the implementation and continued use of cost tracking systems and continuous improvement processes related to Traffic Engineering operational activities;

Serves as liaison to internal and external customers and responds to requests and inquiries concerning Traffic Engineering operational programs, policies, procedures, time lines and traffic engineering services;

Reviews, analyzes and manages technical data and maintains Traffic Engineering operational, contract and specification records;

Manages preparation of program budgets and monitors operating expenses for traffic engineering programs and activities;

Develops and delivers reports and presentations to City Council and public groups concerning policies, projects and regulatory compliance issues for Traffic Engineering operational activities;

Supports and builds a culture of values for embracing change, customer focus, core values, empowering employees, building a team oriented work environment and working cooperatively with other divisions and departments within the City of Cedar Rapids;

Conducts timely performance reviews and monitors performance and staffing needs;

Supports and builds a culture of values for embracing change, customer focus, core values, empowering employees, building a team oriented work environment and working cooperatively with other divisions and departments within the City of Cedar Rapids;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Comprehensive knowledge of the principles and practices of traffic engineering program management, including strategic planning, budgeting and personnel administration;

Comprehensive knowledge of signal timing and maintenance operations of traffic engineering activities temporary traffic control design, adaptive traffic signal operation design, safety planning, , and other related traffic engineering activities.

Thorough knowledge of traffic control devices and the Manual of Uniform Traffic Control Devices;

Thorough knowledge of financial principles and practices;

Thorough knowledge of traffic signal installation, operations and maintenance principles and practices;

Ability to train, mentor, assign, motivate, supervise and evaluate the work of others;

Ability to plan, organize and manage Traffic Engineering operational projects;

Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing engineering and regulatory terminology;

Ability to possess a strong participating management style in a team environment;

Ability to communicate effectively and establish and maintain working relationships with and communicate effectively with regulatory agency officials, engineers, electronic and signal technicians, other City employees, supervisory personnel, and regulatory agency representatives both orally and in writing, using both technical and non-technical language;

Ability to develop traffic impact studies, analyzes traffic capacity and monitor development plans and activities for adherence to traffic engineering construction conditions;

Ability to read, interpret and evaluate traffic engineering plans;

Ability to prepare accurate and reliable reports containing electronic, construction and maintenance requirements, findings, conclusions and recommendations;

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

Ability to perform a wide variety of assigned tasks with accuracy and speed under the pressure of time-sensitive deadlines;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, traffic engineering or related field; and  
Considerable experience in managing a traffic signal design, maintenance and operations program; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

License as a Professional Engineer, issued by the State of Iowa or ability to obtain within six months of employment.  
Valid Iowa State Driver's License.

#### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to interpret electronic signal installation and maintenance plans, specifications and maintenance practices;  
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and electronic control;  
Sufficient personal mobility, which permits the employee to inspect traffic marking and control projects.