

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB134 Project Engineer I
<b>POSITION #/TITLE:</b> 2413 Project Engineer I - Traffic	<b>Adopted:</b> 12-07
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept /Division:</b> Public Works/Traffic Engineering	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 14
<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> Non-Exempt (Exception Hourly)
<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>
------------------------------------

Develops engineering plans, designs and specifications for the City's Traffic Engineering Division; performs related work as required.

<b>Distinguishing Features of the Class</b>
---

Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
---

Reviews private development of engineering designs of public works construction in accordance with City and industry standards;  
 Develops traffic engineering designs of public works construction projects and activities;  
 Develops project cost and materials estimates for current and projected public works activities;  
 Develops engineering and construction project specifications defining project needs and parameters;  
 Reviews roadway improvement plans for compliance with engineering design standards and the Manual of Uniform Traffic Control Devices;  
 Determines project right-of-way and property acquisition needs and requirements;  
 Reviews and recommends approval or modification of consulting engineering designs, plans and specifications for departmental projects;  
 Conducts feasibility studies and field reviews of current and proposed projects to evaluate project needs, determine parameters, recommend design features and modifications and prepare preliminary project costs;  
 Coordinates utility location, easement and construction activities with utility representatives;  
 Prepares specifications and requests for proposals for the installation of construction traffic control and pavement marking materials;  
 Provides technical assistance for transportation and traffic planning, traffic safety and development of recommendations for solutions;  
 Serves on ad-hoc committees as required;  
 Develops and delivers presentations and attends meetings, conferences and workshops;

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.

### **Required Knowledge and Abilities**

Comprehensive knowledge of transportation planning and design principles and practices;  
Comprehensive knowledge of traffic control design, construction and maintenance practices and techniques;  
Thorough knowledge of statistical research procedures and traffic engineering needs assessment;  
Thorough knowledge of roadway design standards and the Manual of Uniform Traffic Control Devices;  
Thorough knowledge of public works construction project materials and methods;  
Thorough knowledge of computer applications for traffic engineering design (CADD) and mapping (GIS);  
Ability to interpret and develop engineering plans and specifications;  
Ability to communicate effectively and maintain working relationships with engineering managers, contractors, consulting engineers, other City employees and the public both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
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 transportation or traffic engineering design and construction; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Licensure as a Professional Engineer issued by the State of Iowa or if issued by another state, the ability to obtain within six months.

### **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 inspect a wide variety of engineering and construction projects on site and review a variety of written materials;  
Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;  
Sufficient personal mobility, which permits the employee to inspect traffic engineering construction projects.