

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB135 Project Engineer II
POSITION #/TITLE: 2067 Project Engineer II - Traffic	Adopted: 03-99
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Public Works/Traffic Engineering	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 0471/NB161/Traffic Engineering Manager/City Traffic Engineer	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages and evaluates traffic engineering programs, traffic engineering plans, reports, studies and activities for the City's traffic and transportation system; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. General supervision is exercised over the work of traffic engineering personnel.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises and evaluates the operational processes, procedures and functions of the traffic improvement design program;

Plans, prepares and monitors budgetary activities for the roadway improvement design and sign, signal and markings placement;

Conducts needs assessments for street improvements, determines design concepts and develops roadway improvement designs, intersection concept drawings and traffic control plans;

Reviews and improves roadway improvement and traffic control plans submitted by consulting firms;

Reviews and analyzes methods, policies, procedures and performance of traffic design and pavement marking improvement systems;

Reviews roadway improvement plans for compliance with engineering design standards and the Manual of Uniform Traffic Control Devices;

Prepares requests for state and federal funds for roadway improvements;

Manages the development of specifications and requests for proposals for the installation of construction traffic control and pavement marking materials;

Plans, develops, supervises and evaluates the operational processes, procedures and functions of the City's traffic engineering and traffic safety programs;

Plans, assigns, schedules, motivates, counsels, and evaluates the work of traffic engineering and control personnel;

Develops and administers policies and procedures for work activities, projects, plans and programs;
 Plans, prepares and monitors budgetary activities for traffic engineering activities;
 Manages traffic safety for the City;
 Manages street design, street lighting and railroad crossing improvement programs, oversees signal timing phasing adjustments;
 Directs and manages design activities for the department;
 Researches industry best practices and applies research to improve traffic safety and operation;
 Reviews and directs the development of consulting engineering designs, plans and specifications, administers traffic engineering contracts;
 Serves as a division representative to Planning Commission;
 Responds to questions and issues and provides technical assistance for transportation and traffic planning, problems, solutions and economic impact;
 Monitors traffic safety programs and implements new programs, methods and procedures, manages the preparation of special studies and reports;
 Develops contracts, agreements, resolutions, ordinances and draft legislation for traffic related projects and programs;
 Develops and monitors funding applications and contracts, including State, Federal and Economic Development projects;
 Plans, prepares and monitors Capital Improvement requests and projects for traffic construction, street capacity, railroad crossing and railroad crossing signaling improvements;
 Manages Geographic Information System (GIS) application for department;
 Manages design and administration of CBIG (Corridor Broadband Infrastructure Group) and TED net fiber optic and wireless communication network;
 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 "Quality at Work" initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of transportation planning principles and practices;
 Comprehensive knowledge of traffic control design, construction and maintenance practices and techniques;
 Comprehensive knowledge of statistical research procedures for traffic engineering needs assessment;
 Comprehensive knowledge of Roadway Design Standards and the Manual of Uniform Traffic Control Devices;
 Thorough knowledge of state and federal funding sources for roadway improvements;
 Thorough knowledge of electrical traffic control devices;
 Thorough knowledge of highway construction principles and practices;
 Ability to analyze traffic engineering project and maintenance operations and modify program requirements;
 Ability to read and interpret technical specifications and engineering requirements for transportation project and engineering programs;
 Ability to communicate effectively and establish and maintain working relationships with and communicate effectively with regulatory agency officials, maintenance personnel, engineers, electronic technicians, other City employees, supervisory personnel, and regulatory agency representatives both orally and in writing, using both technical and non-technical language;
 Ability to prepare accurate and reliable reports containing engineering, statistical and regulatory data, findings, conclusions and recommendations;
 Ability to operate a personal computer using standard business applications;

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

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities, including skill in utilizing Geographic Information Systems (GIS) and computer aided design and drafting (CADD) software to meet Traffic Engineering objectives;

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

Extensive experience in supervising transportation or traffic engineering program; 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.

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 plans, specifications and engineering practices;

Sufficient manual dexterity, which permits the employee to operate a computer keyboard;

Sufficient personal mobility, which permits the employee to inspect traffic construction projects.