

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB161 Traffic Engineering Manager
POSITION #/TITLE: 0471 Traffic Engineering Manager	Adopted: 05-07
	Revised: 11-14

POSITION DESCRIPTION

Dept /Division: Public Works/Traffic Engineering	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 20
Reports To Position #/Job Code #/JC Title: 0921/NB040/Public Works Director	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: Safety Vest, Hard Hat, and safety goggles whenever occupying streets and/or construction areas.	

General Statement of Duties

Provides effective professional leadership as a member of the Public Works management team and manages the traffic engineering programs and transportation planning activities. Fulfills the duties specified for the City Traffic Engineer prescribed in Chapter 5 of the Municipal Code. Performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of professional and independent judgment and initiative to manage, supervise and direct the City's traffic engineering and transportation planning activities. Performs professional engineering work in administering, planning, developing, programming, designing and directing the traffic engineering and transportation programs. Supervision is exercised over the work of all Traffic Engineering personnel.

Examples of Essential Work (Illustrative Only)

Directs strategic planning for the division and provides effective management and supervision in the development and implementation of goals, objectives, policies and priorities to align with and meet the City Council's goals and the community's current and future traffic engineering 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 throughout the City;
 Supervises the preparation of and review of traffic engineering studies, traffic engineering plan reviews, traffic calming activities, traffic signal design and construction, computerized traffic signal coordination systems, street lighting and traffic signage and striping designs;
 Prepares administrative, technical and statistical reports on traffic operational matters including, but not limited to, accidents, pedestrian volume and infrastructure accommodations, safety measures and related traffic and transportation objectives;

Plans, develops, supervises and evaluates the operational processes, procedures and functions of 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;

Manages traffic signal and traffic safety, street concept design to achieve complete streets, street lighting compatible with neighborhoods and railroad crossing improvements;

Responds to questions and citizen concerns related to traffic engineering activities and provides technical assistance for transportation planning, traffic planning, traffic signing, pavement marking, construction traffic control, trail planning, traffic calming options and other traffic safety programs;

Develops contracts, agreements, resolutions, ordinances and draft legislation for traffic related improvement projects and programs;

Consults with other city staff, engineers, architects, developers, citizen groups and other public agencies to acquire and provide information related to traffic and transportation issues;

Makes presentation to City Council, neighborhood groups, other agencies and other public and private groups as appropriate to communicate the benefits of the traffic engineering project and programs as directed by the Public Works Director;

Evaluates and supervises the review of traffic volumes and traffic safety impacts of new developments and re-developments proposed for approval by the City;

Identifies potential grant programs and develops funding applications and agreements as appropriate to facilitate the implementation of transportation improvement projects and/or programs;

Develops and monitors funding applications and contracts;

Plans, prepares and monitors Capital Improvement program requests and projects for traffic construction, roadway capacity, pedestrian routes, trail routes, railroad crossing improvements, traffic calming, traffic signals, street lighting and other traffic and transportation related infrastructure;

Manages and coordinates the implementation and continued practice of performance measures and continuous process improvement for all traffic engineering activities;

Reviews and analyzes methods, resources and performance to increase efficiency and effectiveness of the traffic engineering activities and improve customer satisfaction for both internal and external customers;

Prepares and monitors operating budgets for area of responsibility, maintains records and reports as necessary and reviews budget status on a regular basis to determine corrective action as necessary;

Communicates openly and coordinates regularly with other city staff to maximize the effectiveness and efficiency of interdepartmental operations and activities;

Serves as City's subject matter expert for traffic and transportation safety, design and construction programs;

Conducts timely performance reviews and monitors performance and staffing needs;

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 principles and practices;

Comprehensive knowledge of roadway design standards and the manual on uniform traffic control devices;

Comprehensive knowledge of traffic control design, construction and maintenance practices and techniques;

Thorough knowledge of state and federal funding sources and programs for pedestrian, bicycle, and vehicular transportation improvements;

Comprehensive knowledge of statistical research procedures for traffic engineering needs assessment;

Thorough knowledge of electrical traffic control devices;
Thorough knowledge of highway construction principles and practices;
Ability to train, assign, motivate, supervise and evaluate the work of others;
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;
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 traffic engineering and transportation planning with some experience in management and/or supervisory experience of other professional and technical staff; and
Some experience in leadership of traffic engineering and transportation planning activities in jurisdiction of comparable size to Cedar Rapids; 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 ability to obtain within six months of employment.
Valid Iowa Driver's License upon appointment.

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to interpret plans, specifications and engineering practices;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect traffic construction projects.