

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB165 Traffic Engineering Project Administrator
POSITION #/TITLE: 0171 Traffic Engineering Project Administrator	Adopted: 07-97 Revised: 03-14

POSITION DESCRIPTION

Dept /Division: Public Works/Traffic Engineering	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
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: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge and skills test
Personal Protective Equipment: None	

General Statement of Duties

Administers and manages traffic accident reduction and safety improvement projects; performs related work as required.

Distinguishing Features of the Class

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

Examples of Essential Work (Illustrative Only)

Conducts needs assessments and evaluates data to develop and implement traffic safety improvement and traffic accident reduction projects;
 Performs design work, administers construction contracts, coordinates project implementation, and maintains data and records for railroad crossing renovation, pavement marking and other traffic control projects;
 Reviews and evaluates the traffic impact of special events and recommends traffic control requirements;
 Responds to requests from citizens, schools, business and community organizations for information, problem resolution and traffic control implementation;
 Conducts studies, supervises data collection and other research to develop and prepare reports and recommendations for skywalk and bikeway development and other traffic related concerns;
 Develops and coordinates accident, traffic, pedestrian, railway and other traffic related data for exchange with Federal, State and local entities;
 Develops and monitors public property and air rights leased for City properties and public right-of-way;
 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 statistical research and data collection practices and techniques;
Comprehensive knowledge of roadway improvement design and the Manual of Uniform Traffic Control Devices;
Thorough knowledge of traffic construction, maintenance and materials;
Thorough knowledge of transportation planning and traffic engineering;
Ability to read and interpret design specifications and construction requirements for transportation projects and programs;
Ability to communicate effectively and establish and maintain working relationships with and communicate effectively with regulatory agency officials, business leaders, citizens, engineers, supervisory personnel, other City employees, and maintenance personnel both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing traffic designs, statistical data, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
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 High School a GED, supplemented by additional course work in construction management and engineering design; and
Considerable experience in engineering principles or data development and statistical analysis; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa State Driver's License.

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 develop and interpret design and pavement marking plans and specifications;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and drafting instruments;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect traffic design and pavement marking projects.