

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB166 Traffic Engineering Project Coordinator
POSITION #/TITLE: 0216 Traffic Engineering Project Coordinator	Adopted: 07-97
	Revised: 04-15

POSITION DESCRIPTION

Dept /Division: Public Works/Traffic Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
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: Safety Vest, Hard Hat, and Safety goggles whenever occupying streets and/or construction areas	

General Statement of Duties

Coordinates the analysis, development and implementation of traffic safety and traffic control programs; 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)

Coordinates the City's street lighting installation program, responds to petitions from citizens and community organizations for street lighting, reviews street lighting site plans, monitors contractor and utility company street lighting projects and prepares program documents;

Develops and monitors public property and air rights leases for City properties and right-of-way;

Reviews public and private handicap parking installations to ensure adherence to City code and traffic engineering standards and coordinates City handicap sign placements;

Participates in handicap parking review committee operations and program activities;

Monitors sight obstruction program activities, directs removal of obstructions and maintains of location records and other information;

Evaluates and recommends school crossing guard placement and coordinates Adult Guard Appeals Board activities;

Prepares grant applications, cost estimates and concept plans for improving transportation systems;

Inspects transportation improvements grant projects and maintains grant reporting requirements;

Reviews and monitors insurance certificates for conformance to City requirements, notifies businesses of expired certificates and maintains files;

Conducts traffic accident, volume and various surveys to report high accident locations and recommend improvements;

Coordinates and ensures traffic engineering platting and zoning conditions are satisfied;

Coordinates school crossing and neighborhood watch sign and marking activities;

Develops traffic designs, maintains geographical information system records and data and coordinates special projects for traffic engineering programs;

Conducts traffic accident, volume, and various surveys to report high accident locations and recommend improvements;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends mandatory training sessions;
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 community-based safety and traffic control programs such as street lighting, handicap parking and sight obstruction;
Thorough knowledge of statistical research and data collection practices and techniques;
Thorough knowledge of roadway improvement design and the Manual of Uniform Traffic Control Devices;
Good knowledge of transportation planning and traffic engineering;
Ability to read and interpret design specifications and contract requirements for transportation projects, programs, leasing, and insurance certification requirements;
Ability to communicate effectively and maintain working relationships with and communicate effectively with maintenance personnel, engineers, other City employees, supervisory personnel, regulatory agency representatives, business and community organizations and the public 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 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 or a GED, supplemented by additional course work in engineering design and statistics; and
Some experience in customer service and performance based work initiatives; 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 contract plans and specifications;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computerized equipment and drafting instruments;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect street lighting and pavement marking projects.