



City of Irving Job Description

Transportation Director

FLSA Status:	EXEMPT	Job Department:	Traffic & Transportation
Job Code:	1T01	Reports To (Job Title):	Assistant City Manager for Public Works and Infrastructure

PURPOSE

Based on policy guidance from the City Council, lead the personnel of the Traffic & Transportation Department, inclusive of the Streets Division, to plan, design, build operate and maintain public infrastructure within the City right-of-way (except repair of utilities). Direct and review activities, investigations, and operations of traffic signal, traffic operations, street operations and storm water drainage maintenance with other divisions, departments, and outside agencies, and general office division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Lead operations of the Transportation/Traffic and Street Departments.
- Direct the development and management of assigned budgets.
- Direct, oversee, and coordinate the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Represent the City Staff before the City Council and other internal groups on Transportation issues.
- Represent the City of Irving before external agencies (TxDOT, DART, USDOT, RTC) regarding Transportation issues to include working directly with local, state and federal elected officials on project delivery.
- Participate in policy strategies to enhance external funding of infrastructure projects and to provide for long-term infrastructure needs within the City of Irving.
- Review roadway construction plans and schematics proposed by other state agencies, engineering firms, planners, and developers, and assess their proposed impact on the City.
- Oversee the conduct of transportation studies; review and analyze studies for trends and developments and recommend appropriate action.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement discipline and termination procedures.
- Work closely with citizen and business groups to facilitate project implementation and to direct the response to their requests.

OTHER DUTIES AND RESPONSIBILITIES

- Make recommendations for revisions to paving and drainage criteria, traffic signal, traffic operation, standard drawings and specifications
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 12 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Direct the development of and manage four assigned budgets: Transportation / Streets / Automated Red Light Camera Program / Transportation Summit. Approve final contract payments, recommend approval of Administrative Awards, and recommend approval of Budget Adjustments.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree from an accredited four year college or university with major course work in traffic or civil engineering or related field.

EXPERIENCE

- Eight (8) years of increasingly responsible professional traffic engineering experience including six (6) years of administrative and supervisory responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license,
- Licensed Professional Engineer in the State of Texas
- Nationally Accredited Certified Floodplain Manager

KNOWLEDGE OF

- Civil Engineering principles and design requirements.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Regulations: Understanding of federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project.

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Land use planning, including redevelopment and transit oriented development.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, Microsoft Word, PowerPoint, and Excel.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as AutoCAD drafting software.

SKILLS AND ABILITIES IN

- Quality and Integrity Assurance: Verifying and maintaining Civil Engineering principles and design requirements.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work; identifying the best people for the job.
- Management of Financial Resources: Determining how money will be spent to get the work done, and accounting for these expenditures.
- Interactive Presentation: Effectively presenting information to groups and responding to questions, which includes presenting to lay persons regarding complex engineering issues.
- Executive Summary: Synthesizing and simplifying complex concepts for executive audiences.
- Written Expression: Communicating information and ideas in writing so others will understand, including preparing written reports and documents.
- Long-Term Planning: Sensing the environment and setting goals and objectives; Developing long term plans and implementing these plans over a long period.
- Stakeholder Collaboration: Working closely with citizen/business groups to develop support and consensus for Transportation / Street Projects.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

OUTSIDE CONTACTS

Visitors, Residents and Business; Local, County, State, Federal and Elected Officials

EQUIPMENT AND PROPERTY

Standard office equipment, including a personal computer, telephone, printer, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to drive a vehicle, listen, see, and/or sit. Frequently, s/he is required to stand, talk, and/or walk. Occasionally, s/he is required to balance, carry, climb, grasp, handle, feel, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment and noise. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.