



## City of Irving Job Description

### Traffic Engineering Manager

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| <b>FLSA Status:</b> | EXEMPT | <b>Job Department:</b>         | Traffic & Transportation  |
| <b>Job Code:</b>    | 40071  | <b>Reports To (Job Title):</b> | Transportation Director or Assistant<br>Traffic & Transportation Director |

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#### PURPOSE

To manage the activities of a unit of the Traffic & Transportation Department, including long range transportation planning, transportation studies and investigation, fabrication, geographical layout, installation, and maintenance of traffic signs. Also, to coordinate transportation engineering and operations activities with other divisions, departments, and outside agencies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Act as departmental coordinator for citizen, businesses, land owners, and consultants.
- Represent the department at various meetings.
- Identify and develop transportation improvement projects.
- Prepare, review, and approve plans and specifications, designs, reports, and studies for traffic-related engineering activities, including developing standards.
- Supervise in-house technical staff.
- Develop roadway design criteria and evaluate and update the Master Transportation Plan.
- Assist the director with planning and prioritizing the capital improvement program projects.
- Participate and direct the development and implementation of goals, objectives, and policies.
- Provide designs and plans to consultants and other City staff.
- Create exhibits and renderings for presentations to City Council and other meetings.
- Meet with vendors to specify equipment and services needed.
- Supervise administration of the (ARLP) Automated Red Light Program.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Serve as liaison with the Planning and Zoning Commission
- Serve as liaison with various regional and state agencies, utility companies, contractors, consulting and engineering firms, and other external organizations on matters relating to transportation.
- Assist the director with planning and prioritizing the capital improvement program projects.

## **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 up to 20 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Assist in preparation of Automated Red Light Program Budget

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Bachelor's degree in Civil Engineering from an accredited four year college or university with major course work in transportation..

### **EXPERIENCE**

- Five (5) years transportation engineering experience, including at least two (2) years supervisory/management experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Licensed Professional Engineer in the State of Texas.

### **KNOWLEDGE OF**

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

## **SKILLS AND ABILITIES IN**

- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- 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, and identifying the best people for the job.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Negotiate: Bring others together to reconcile differences.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speaking, so others will understand.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Reading Comprehension: Reading and interpreting documents.
- Judgment & Decision Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Serves as liaison with various regional and state agencies, utility companies, contractors, consulting and engineering firms, and other external organizations on matters relating to transportation.

## **EQUIPMENT AND PROPERTY**

City Vehicle, Computer, Blackberry

## **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 listen, see, sit, stand, talk, and/or walk. Frequently, s/he is required to drive a vehicle, balance, carry, climb, grasp, handle, feel, kneel, and/or reach. Occasionally, s/he is required to lift up to 25 pounds and/or stoop.

## **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 regularly is exposed to a dirty environment, extreme temperatures or weather conditions, air contamination, noise, violence, and/or hazardous traffic conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is 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.