



## City of Irving Job Description

### Transportation Manager

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Traffic & Transportation
<b>Job Code:</b>	T081	<b>Reports To (Job Title):</b>	Transportation Director

---

#### **PURPOSE**

To provide professional and technical services to manage and supervise activities of the Traffic Signal Division and Traffic Operations Division in the design, fabrication, installation, and maintenance of traffic signals signs and intersection layout. To provide technical support to all divisions, to train and supervise staff, and act as the department representative as required.

#### **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 both internal and external of the city.
- Identify and develop transportation improvement projects.
- Review and approve plans and specifications, designs, reports, and studies for transportation engineering.
- Manage the Traffic Signal Division's in-house technical staff.
- Manage the Traffic Operations Division's 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.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- 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.
- Respond to and resolve difficult 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 23 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Assists in departmental budget preparation and management; manages project budgets, reviews payment requests and invoices; manages grant funds from outside agencies; and, initiates and authorizes minor expenditures for work group supplies, tools, and equipment.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Bachelor's degree from accredited four year college or university in a field related to position.

### **EXPERIENCE**

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

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

- Appropriate valid Texas driver's license.
- Licensed Professional Engineer in the State of Texas (with structural specialty)
- Registered Professional Land Surveyor in the State of Texas

### **KNOWLEDGE OF**

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- 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: Paying 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.
- 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.
- Negotiation: Bringing 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 speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- 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 and Decision-making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **OUTSIDE CONTACTS**

Visitors, residents and business owners, managers, representatives; local, county, regional authority, regional governmental council, State, federal and elected officials.

## **EQUIPMENT AND PROPERTY**

This position utilizes a City Vehicle, Computer, and cell device.

## **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, sit, stand, talk, and/or walk. 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, violence, and/or hazardous traffic conditions. This job requires her/him to make decisions directly affecting the safety of others. 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.