



City of Irving Job Description

Senior Traffic Engineering Technician

FLSA Status:	Non-Exempt	Job Department:	Traffic & Transportation
Job Code:	T422	Reports To (Job Title):	Traffic Engineering Manager

PURPOSE

To perform a variety of technical field and transportation engineering work including conducting traffic investigations and studies. To prepare plans and specifications for traffic and transportation installation and improvement projects, and other traffic and transportation related operations. To represent the Department working with property owners, developers, consultants and other governmental agencies on development matters. To collaborate with other Departments, Governmental Agencies and Consultants on future road improvement projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide technical and creative support to the traffic administration and traffic engineers.
- Design minor road improvements and create schematic improvement layouts.
- Assist engineers with field traffic studies, surveying, and measuring roadway projects.
- Review and approve plans and specifications, designs, reports, and studies for transportation engineering.
- Create exhibits and rendering for presentations to City Council and other meetings.
- Attend Technical Review Committee meetings.
- Review plats & plans for conformance to Federal, State, County and City Regulations.
- Responsible for review and approval of development permits.
- Create electronic drawing plans and all related details for said improvements.
- Coordinate various aspects of the Automated Red Light Program (ARLP).
- Attend/Chair Intersection Group Meetings, assembles data, discusses high incident accident locations.
- Enter data and prepares reports in multiple software applications.
- Meet with vendors to specify equipment and services needed.
- Prepare plans and specification for traffic signal improvement, installation, & systems construction.
- Develop roadway design criteria and evaluates and updates the Master Transportation Plan.
- Plan and prioritize capital improvement program projects.
- Participate and direct the development and implementation of goals, objectives, and policies.
- City contact for ALRP program information, questions and concerns; Administer activities and technical operations.
- Perform related duties as assigned

OTHER DUTIES AND RESPONSIBILITIES

- Respond to and resolve difficult citizen inquiries and complaints.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise as many as 10 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

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

EDUCATION

- Associate's degree from an accredited college or university in relevant field of study.

EXPERIENCE

- At least three (3) years of transportation engineering experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license.

KNOWLEDGE OF

- Federal, State and Local Transportation Laws, codes and Regulations including the Traffic Manual on Uniform Traffic Control Devices (TMUTCD).
- Laws, operations and procedures related to Automated Red Light Program (ARLP).
- Computers and Electronics: Computer hardware and software including applications and programming, especially AutoCAD, GIS and other technical design related programs.
- 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.

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.
- Negotiate: 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 & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

May exchange relatively complex information across multiple work groups, as well as with citizens.

EQUIPMENT AND PROPERTY

Varying with assignment: city vehicle, cell phone, computer, and similar office equipment.

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

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 extreme temperatures or weather conditions, air contamination, and/or heavy traffic. This job requires the employee 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.