



## City of Irving Job Description

### Traffic Engineer

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Traffic & Transportation
<b>Job Code:</b>	T231	<b>Reports To (Job Title):</b>	Traffic Engineering Manager

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#### PURPOSE

To support senior staff with engineering design, technical documentation, and project management of in-house public works assignments and perform a variety of technical tasks relative to assigned area of responsibility.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Serve in the role of a design engineer, project manager, and construction manager for Traffic projects.
- Act as the primary contact for the Traffic and Transportation Department for Development Review (New Construction, Planning and Inspection reviews).
- Train and direct traffic engineering technician staff in research, drafting and design.
- Assist the general public and private contractors with questions and comments.
- Review, recommend, and make field changes to plans.
- Use GIS system to retrieve utility and property information and develop departmental maps.
- Prepare contract specifications for the Traffic and Transportation Department.
- Organize and conduct meetings with various agencies, contractors, and clients.
- Identify needs for additional right-of-way or easements for projects.
- Manage multiple aspects of the construction process, including citizen inquiries, the relocation of utilities, investigations of field problems, and price negotiations with engineers and contractors for additional services.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Represent the Traffic and Transportation Department in meetings with residents and governmental agencies.

#### 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 approximately 2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Provides development review for an on-going basis for the Traffic and Transportation Department. Associated improvements with this review are right-of-way (ROW) improvements in the range of \$50,000 - \$200,000 per project, depending on the needed improvements.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Civil Engineering Bachelor's degree (B.S.) from accredited four year college or university.

### **EXPERIENCE**

- Three (3) years of civil engineering experience.

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

- Appropriate, valid, state-issued driver's license.
- Texas Professional Engineering License.

### **KNOWLEDGE OF**

- Design: Design techniques, principles of surveying, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models. General understanding of project budgeting.
- Building and Construction: Materials, methods, laws and the appropriate tools to construct objects, utility systems, structures, and buildings.
- Computers and Electronics: Computer hardware and software including applications and programming, especially CAD and other technical design related programs.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project.
- Construction Contract Management: The principles involved in managing projects such as: bidding, Requests For Information, shop drawings, negotiating change orders with contractors and document field changes.

### **SKILLS AND ABILITIES IN**

- System Analysis: Determining how a system should function and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

- **Interactive Presentation:** Effectively presenting information and responding to questions in writing or orally to various groups ranging from directors, to managers, to technical and non-technical staff to the general public.
- **Analysis & Complex Problem-Solving:** Applying advanced mathematical concepts, analyzing very complex problems, identifying alternate solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

Frequently, this position interacts with Water Utilities, CIP, Planning, Parks & Recreation, Police, Fire, Code Enforcement, Building Inspections, Real Estate Services, and Information Technology. Often, it will engage with outside agencies such as Dallas County, DART, TxDOT, flood control districts, Trinity Railway Express, NCTCOG, franchise utilities, engineering firms, adjacent cities, neighborhood and homeowners' associations, and residents.

## **EQUIPMENT AND PROPERTY**

This position utilizes computers, plotters, fax, printers, an automobile and a calculator.

## **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 is constantly required to lift up to 10 pounds, listen, see, stand, talk, and walk. Frequently, s/he is required to balance, carry, drive a vehicle, grasp, lift up to 25 pounds, and sit. Occasionally, s/he is required to lift up to 50 pounds, kneel, push or pull, reach, and stoop.

## **WORK ENVIRONMENT**

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

Because this position will provide design guidance to field staff for internal construction projects, the employee's work environment will vary. Occasionally, s/he may encounter dirty environment, electrical hazards, high precarious work places, moving mechanical parts, and extreme temperature or weather conditions. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* 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.