

PRINCIPAL TRANSPORTATION ENGINEER

DEFINITION

Under direction of the Deputy Director of Public Works-Transportation, oversees, and manages major strategic initiatives as stipulated by City Council; plans, assigns and reviews the work of assigned transportation engineering staff. Provides highly responsible support to the Deputy Director of Public Works-Transportation. Attends and represents the City at the Alameda County Transportation Commission, Metropolitan Transportation Commission and other regional agencies meetings as requested. Also, evaluates grant opportunities and requests for funding.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position in the Transportation Engineer series. This position is distinguished from the Senior Transportation Engineer by the level of responsibility assumed, complexity of duties assigned, and independence of action taken, and by the amount of time spent performing the more complex duties. Employees in this classification perform the most complex and responsible types of duties within this series, which includes providing technical and functional supervision over assigned professional and technical personnel. This position is distinguished from Deputy Director of Public Works-Transportation by the latter position's overall responsibility for all aspects of the Transportation Division

SUPERVISION RECEIVED

Receives direction from the Deputy Director of Public Works-Transportation.

SUPERVISION EXERCISED

Exercises supervision over professional and technical staff as assigned.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Support and advise the Deputy Director of Public Works-Transportation in the development and implementation of the Division's goals, objectives, policies, procedures, work standards.

Plan, organize, direct and evaluate the assigned function and activities of the Transportation Division and provide recommendations for implementing projects and assigned workload.

Perform complex and advanced transportation engineering functions and activities.

Represent the City on various boards, committees and associations and advocate effectively for the City in matters relating to transportation, traffic safety and other assigned areas, including at the Alameda County Transportation Commission, Metropolitan Transportation Commission and other regional agencies meetings as appropriate.

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ESSENTIAL DUTIES (continued)

Support the Deputy Director in fostering and leading bicycle and pedestrian initiatives and Complete Streets projects to make streets accessible and safe for all ages and abilities.

Represent the City and work with California Department of Transportation (CalTrans) on State-related projects.

Conduct and review transportation and traffic studies to ensure compliance with adopted transportation safety and level of service standards.

Plan and direct implementation of major transportation projects, capital improvement projects, and research studies.

Prepare requests for proposal, administer the proposal process and oversee consultants

Manage the preparation of updates to the Traffic Impact Fee (TIF) programs.

Assist in the update of the General Plan Circulation Element.

Administer, manage, and maintain City's Traffic Operations Center (TOC) and traffic signal systems.

Manage, review, and recommend changes and modify existing maintenance activities and programs to improve effectiveness and productivity related to transportation, traffic, and streetlights.

Direct and monitor the City's street signing and striping maintenance and replacement program ensuring the City roadways are properly signed and marked (e.g., faded signs and markings or obsolete signs).

Assist in the development of the City's annual Capital Improvement Program.

Review and approve engineering plans, specifications, and contract documents.

Select assigned personnel and provide for their training and professional development.

Plan, prioritize, assign, supervise and review Transportation Engineering activities and staff.

Evaluate grant opportunities and prepare grant applications for federal, state, regional or other funding.

Conduct the more complex transportation engineering projects and activities; prepare recommendations for traffic signal timing and coordination improvements; prepare traffic signal timing plans; and supervise and participate in collecting, tabulating and analyzing traffic information.

Act as City Traffic Engineer.

Provide professional and technical staff assistance.

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ESSENTIAL DUTIES (continued)

Confer with neighborhood groups, property owners and others relative to information on traffic operations activities; coordinate responses to inquiries from the public, City Council, City Manager and City staff relative to traffic operations issues;

Coordinate traffic operations unit activities with other City departments; serve as liaison between the City and boards, councils, as directed; prepare and present reports and presentations at various City Council, commissions, boards, and other governmental meetings; ; serve on and attends various committees and task forces, attend Planning Commission, City Council and neighborhood meetings as necessary.

Implement public outreach and community engagement including presentations to community groups and neighborhood meeting.

Prepare reports and meeting materials, and conducts presentations to City Council, Council committees, Planning Commission and community groups.

Participate in operating budget and Capital Improvement Program (CIP) preparation and administration; prepare complex cost estimates for budget recommendations; monitor and control expenditures; recommend funding needs for traffic operations unit functions and capital projects; monitor CIP project expenditures related to traffic operations and identify funding sources to supplement the budget for the traffic operations unit.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Participate in interviews and selection of new employees, assign work and provide training in work procedures, standards and safety practices.

Prepare and provide input into employee performance evaluations, including setting and assessing goals, conduct counseling on work-related issues and make recommendations regarding discipline. Serve as a mentor to staff, providing them with leadership, direction, training and support.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques used in transportation engineering and operations.

Pertinent local, state and federal laws, ordinances and rules including, the California Vehicle Code, the Manual on Uniform Traffic Control Devices (MUTCD), the MUTCD California Supplement and the Highway Capacity Manual.

Traffic signal system design including communications, timing plans, controller functions and interconnect system design; signal operations, signal optimization software such as SYNCHRO,

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

SIMTRAFFIC, TRANSYT, PASSER, HCS, analysis of traffic operations, development and maintenance of traffic control inventories.

Traffic management software such as SCATS.

Various traffic signal controllers such as NAZTEC and Econolite.

Video detection equipment such as Pentel zoom cameras.

Techniques for analyzing and developing signal timing and coordination plans and use of traffic signal operational analysis and timing software.

Techniques for improving traffic operations and mitigating impacts in neighborhoods, the downtown and in other areas of the City, and for improving traffic operations and safety on the City's arterial system.

Regional transportation planning, funding and oversight agencies including the Alameda County Transportation Commission, Metropolitan Transportation Commission, Air Quality Management District and others as appropriate.

Street design strategies to address the need to make streets accessible to all users, i.e. Complete Streets.

Basic telecommunication for traffic signal operations.

Techniques for improving pedestrian and bicycle circulation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training, discipline, and performance evaluations.

Principles and practices of operating and capital improvement budgeting.

Effective public contact and community relations concepts, including negotiation techniques and presentation skills.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Principles and practices of safety management.

Principles and practices of excellent customer service.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Organize, direct and implement complex projects and programs; develop, implement and administer goals, objectives and procedures for providing effective and efficient transportation engineering services.

Communicate effectively and tactfully with City staff, elected officials, developers, customers, regulatory agencies, external agencies and non-government organizations.

Supervise, organize, direct, train and evaluate assigned staff.

Clearly and effectively articulate City positions on regional transportation planning and funding issues.

Perform the most advanced and complex transportation engineering related duties.

Prepare accurate, clear, concise and grammatically correct reports and correspondence in a form understandable to the public.

Effectively communicate traffic operations issues to the residents of the City.

Work with signal system design including communications, timing plans, controller and interconnect designs; work with signal operations including determination of optimum signal splits, offset and cycle lengths, preemption, controller functions and settings of typical signal communication equipment.

Review, evaluate and prepare traffic engineering plans.

Interpret and explain pertinent laws, rules, regulations and policies.

Assist in the development and monitoring of an assigned program budget.

Communicate clearly and concisely, both orally and in writing.

Work effectively and cooperatively with consultants and contractors.

Establish and maintain effective working relationships and deal respectfully and tactfully with those encountered in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible professional transportation engineering experience, including two (2) years of supervisory experience.

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Traffic/Transportation Engineering or a closely related field.

Licenses and Certificates: Registration as a Professional Civil or Traffic Engineer in the State of California. An out-of-state P.E. or T.E. will be accepted but will require the candidate to obtain a State of California registration within a one-year period of being hired. Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard office environment and use standard office equipment and current software; work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend engineering designs, plans, legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H217 Principal Transportation Engineer

March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt