

CITY OF HAYWARD

ASSISTANT TRANSPORTATION ENGINEER
ASSOCIATE TRANSPORTATION ENGINEER

DEFINITION

Under general direction to perform journey level and professional transportation engineering tasks and to direct the work of technical staff.

DISTINGUISHING CHARACTERISTICS

Assistant Transportation Engineer - The primary focus of this classification is performing journey level professional engineering in the transportation engineering series.

Associate Transportation Engineer – The primary focus of this classification is to perform more difficult and complex transportation engineering work and supervise the work of Assistant Transportation Engineers and Engineering Technicians performing related work.

Incumbents may advance from the Assistant Transportation Engineer to the Associate Transportation Engineer level, as recommended by their supervisor and approved by the Director of Public Works, as they learn City and departmental practices and procedures. As knowledge and experience are gained, the work becomes broader in scope and assignments are more varied and are performed under more general supervision. Advancement to the higher classification requires gaining the knowledge, skill, experience and credentials that meet the qualifications for that class and demonstrating the ability to consistently perform the work of the higher classification.

SUPERVISION RECEIVED

General supervision is provided by the Transportation Manager.

SUPERVISION EXERCISED

Responsibilities may include direct and indirect supervision of subordinate technical and clerical personnel.

ASSISTANT TRANSPORTATION ENGINEER

ESSENTIAL DUTIES (depending upon assignment, duties may include, but are not limited to):

Conduct field studies and analyze traffic conditions and issues.

Prepare transportation engineering plans, specifications, and cost estimates.

Design transportation engineering projects, including specifications for traffic signals, street signs

ESSENTIAL DUTIES (continued):

and markings, street lighting, traffic calming, and parking facilities with full awareness of traffic safety principles.

Perform calculations and computations related to traffic design and analysis.

Ability to review construction plans and traffic control plans.

Confer with contractors, engineers, residents, businesses, and other agencies.

Respond to inquiries, investigate complaints and requests, and provide information to the general public.

Attend project meetings and engineering conferences.

Read and interpret local, state, and federal traffic ordinances and regulations.

Prepare grant applications for special funding.

Direct and review work of other professional and technical personnel.

Assist with the City's Neighborhood Traffic Calming Program (NTCP).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Engineering principles and practices as they relate to transportation planning, design and traffic operations.

Street geometric design, including Federal, State and City standards and regulations.

Ability to:

Apply statistical principles to transportation engineering problems.

Determine traffic characteristics relative to volume, speed, and accidents.

Identify intersection or street capacity levels and prepare level of service analysis for existing and proposed projects.

Communicate well, both verbally and in writing

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Work cooperatively and develop effective relationships at all levels, especially the public.

Work independently, bringing projects to completion within established time guidelines.

EXPERIENCE AND EDUCATION:

Any combination of 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: Two years in engineering related to transportation engineering or closely related field.

Education: A Bachelor of Science Degree in Civil or Traffic Engineering from a recognized college or university.

Licenses and Certificates: Possession of a valid Class C California Driver's License at the time of employment.

Ability to obtain an Engineer-In-Training (E.I.T.) Certificate issued by the California Board of Registration for Civil and Professional Engineers within one year of hire.

SPECIAL REQUIREMENTS:

Essential duties require the following mental and/or physical abilities and work environment; ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined space. Essential functions must be performed with or without reasonable accommodation.

ASSOCIATE TRANSPORTATION ENGINEER

In addition to the qualifications for Assistant Transportation Engineer and depending on assignments:

ESSENTIAL DUTIES (including, but not limited to):

Plan, direct, review, and participate in professional and technical work of a functional group of the Engineering & Transportation Division with principal assignments involving traffic circulation design, traffic safety studies, and design transportation engineering projects, such as traffic signals, signs, and markings, traffic calming, street lighting, and parking facilities.

Provide consulting services and advice to City departments, divisions, and other groups on

ESSENTIAL DUTIES (continued):

matters related to transportation engineering.

Respond to inquiries, investigate complaints, and provide information to the public. Meet with individuals and groups as necessary.

Investigate, analyze, and prepare reports including those for the City Engineer on claims against the City related to transportation matters.

Act as Project Manager on both City and consultant-designed transportation related projects.

Prepare applications for State and Federal grant funding.

Select consultants for consideration for City projects; write and process requests for proposals and consultant agreements and contracts.

Make recommendations on street lighting design and wattage.

Assist with the City's Neighborhood Traffic Calming Program (NTCP).

Make recommendations on Engineering and Transportation responses to requests from neighborhood meetings.

Apply City's Complete Streets Policy.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Engineering principles and practices as they relate to transportation planning, design and traffic operations.

Federal, State, City regulations of traffic operations, traffic control devices, and street geometric design.

Ability to:

Effectively complete assignments with minimal supervision and meet project deadlines.

Plan and direct the work of other personnel.

Prepare clear and concise reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Communicate well and effectively, both verbally and in writing.

Maintain effective working relationships with employees, contractors, engineers, and the public.

Apply statistical principles to transportation engineering problems.

Determine traffic characteristics relative to volume, speed, and accidents.

Identify intersection or street capacity levels and prepare level of service analysis for existing and proposed projects.

Work cooperatively and develop effective relationships at all levels, especially the public.

Work independently, bringing projects to completion within established time guidelines.

EXPERIENCE AND EDUCATION:

Experience: Three years of engineering experience in transportation with 1 year of the experience being after acquiring the Professional Engineering or Traffic Engineering License.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in transportation engineering or closely related field.

Licenses and Certificates: Possession of a valid Class C California Driver's license at time of appointment. Possession of a certificate of registration as a Civil Engineer or Traffic Engineer in the State of California.

SPECIAL REQUIREMENTS:

Essential duties require the following mental and/or physical abilities and work environment: ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined workspace. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

T235 June 1990 (Assistant Transportation Engineer)

T240 June 1990 (Associate Transportation Engineer)

Revised July 2018

AAP GROUP: 3

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FPPC STATUS: Non Designated
FLSA STATUS: Exempt