

TRAFFIC ENGINEER

SUMMARY: Under general direction, assists the Assistant City Administrator by performing administrative and managerial work related to the traffic and transportation engineering area; coordinates the work of City transportation projects; responsible for the design and evaluation of traffic and transportation engineering issues; acts as liaison between the City, other municipalities, Palm Beach County and the Florida Department of Transportation; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Provides traffic and transportation support to the other City departments and coordination with the Police and Fire Departments.
2. Designs and evaluates traffic engineering issues for traffic volumes, speeds, signage, traffic signal warrants and traffic ordinances.
3. Evaluates adequacy and/or conformance to traffic standards of subdivision plat plans or development site plans submitted for City approval. Coordinates with attorneys and developers.
4. Coordinates work with other municipalities, Palm Beach County, and the Florida Department of Transportation; prepares inter-local agreements; coordinates work of City transportation projects.
5. Conducts public meetings; makes presentations to civic groups, city councils, and government officials; acts as the City representative on various advisory committees and boards.
6. Responds to citizens' traffic complaints.
7. Coordinates and reviews technical aspects on traffic work and prepares technical reports.
8. Provides review and input as required for transportation planning, reviews and comments on special projects and reports.
9. Provides liaison and review for engineering consultants on roadway projects. Develops RFP's and manages consultant contacts for traffic and transportation projects.
10. Assists in the development and updates of comprehensive traffic and transportation plans for the City.
11. Administers all federal and state grants received for transportation enhancements.
12. Coordinates annual budget requests; prepares budget transfer justifications.
13. Oversees the work of the Transportation Engineer and performs annual reviews.
14. Coordinates issues related to railroad crossings. Oversees issuance of City right-of-way permits and their enforcement. Coordinates road closures for City events. Develops plan for and conducts post-hurricane assessments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of traffic engineering principles and practices.
- Knowledge of management practices and administrative processes.
- Knowledge of federal and state uniform traffic control guidelines.
- Knowledge of principles and techniques of budgeting and project management.
- Ability to analyze and resolve administrative problems.
- Ability to plan, organize and coordinate work of subordinates
- Ability to communicate effectively, both orally and in writing.
- Skill in planning, coordinating, and scheduling multiple competing design and construction projects.
- Skill in analyzing complex issues and developing and implementing an appropriate response.
- Skill in responding appropriately to issues and concerns voiced by contractors and the community.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral or written reports and recommendations.
- Skill in supervising the work of contractors.

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- Skill in using general office equipment such as computers, fax, copier, calculator and phone.
- Skill in interpreting, negotiating and monitoring professional service and construction contracts.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to sit, talk or hear, stand, walk, reach with hands and arms and lift light items (up to 10 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Traffic Engineering or related field, and seven (7) years of working experience in all aspects of traffic engineering including one (1) year experience in the supervisory aspects of the work or any equivalent combination of training and experience. State of Florida Professional Engineer License is required. A valid driver's license is required.