



## **Transportation Manager**

### **Definition**

Under administrative direction, plans, organizes, directs and oversees the development of the Transportation Division work plan and implementation of Transportation Division activities; monitors work flow; reviews and evaluates work products, methods and procedures; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Works Director in areas of expertise; and performs related work as required.

### **Class Characteristics**

This is a management level classification in the Public Works Department. The incumbent oversees, directs, and participates in the transportation engineering functions of the Public Works Department, and providing professional-level support to the Public Works Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Public Works Director in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **Supervision Received and Exercised**

Receives administrative direction from the Director of Public Works. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff.

### **Typical Job Functions**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Plans, organizes, directs and oversees the development of the Transportation Division work plan and implementation of Transportation Division activities; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the Transportation Division budget, and administers approved budget.

Serves as primary advocate and contact for regional transportation including transportation funding, congestion management, alternative modes, and interagency coordination/negotiation.

Plans, coordinates and carries out a comprehensive City-wide transportation system program, including traffic control, signaling, and signage, and alternative transportation and multi-modal accommodations.

Evaluates and initiates action on traffic suggestions and complaints.

Supervise the preparation of designs, plans, specifications and estimates for, and supervises the installation of, traffic signals and other traffic control devices.

Develops scope of work and solicits proposals for professional consultants regarding traffic and transportation issues

Prepares reports and recommendations for actions on traffic, transportation and parking problems and conditions.

Directs studies of traffic flow, traffic volume, traffic speeds, and circulation patterns, review accident records and determine warrants for traffic control devices.

Recommends the type and location of pavement and curb markings, striping, crosswalks, traffic signs and other traffic control devices.

Oversees the maintenance and operations of the City's traffic signal system.

Meets and consults with City departments, public groups, committees, school representatives, and individuals regarding transportation planning, traffic circulation, parking and traffic safety matters.

Reviews development and redevelopment proposals, directs the appropriate study of development traffic impacts and mitigation measures, and reviews and provides comments on traffic/transportation reports.

Develops and implements programs and projects for the City's Safe Routes to School program.

Applies for, advocates and monitors transportation grants.

Represents the Transportation Division to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Attend and make presentations at City Council and Planning Commission meetings as necessary.

Support the efforts of and provide staffing for the City's Bicycle Pedestrian Commission.

Perform other duties as assigned.

## **Qualifications**

### **Knowledge of:**

Transportation engineering theory, principles and practices; and methods of long range transportation planning.

Methods of performing traffic studies, level of service measurements and calculations, and traffic volume capacities in roadways.

Familiarity with various traffic engineering software programs including those used for signal timing and level of service calculations.

Principles, practices, and methods of civil engineering as applied to the planning, design, construction, operation, and maintenance of transportation systems, including traffic signals.

Alternative transportation modes and Complete Streets design principles.

Transportation and traffic safety principles.

Pertinent local, State and Federal rules, regulations and laws.

### **Ability to:**

Organize and direct Transportation Division operations.

Develop creative and practical solutions to complex and difficult problems, identify project consequences of proposed actions and implement recommendations in support of goals.

Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines.

Interpret and apply City and department policies, procedures, rules and regulations.

Communicate effectively orally and in writing; prepare and present technical and administrative reports, correspondence and other documents.

Supervise, train and evaluate personnel.

Make sound traffic and transportation recommendations.

Serve as an effective advocate and contact for regional transportation and transit programs and issues.

Formulate innovative long-term planning.

Develop programs and projects utilizing extensive community participation.

Establish, maintain and promote positive and effective working relationships with City staff, other agencies, public officials, contractors, developers, and the public.

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education and experience equivalent to graduation from college with a Bachelor's Degree in Civil Engineering.

Six (6) years of increasingly responsible experience in traffic engineering office and field work, at least two years of which have been as an engineer in a management capacity.

### **Licenses and Certifications**

Possession of a valid Class C California driver's license is required at the time of application and for the duration of employment.

License as a registered Civil Engineer from the State of California is required.

License as a registered Traffic Engineer from the State of California is desirable.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: Exempt  
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