

CITY OF SIMI VALLEY

DEPUTY DIRECTOR/TRAFFIC ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates traffic engineering activities and operations of the Public Works Department including conducting traffic engineering and transportation planning studies and preparing traffic construction plans; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Director, Public Works.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned traffic engineering activities and operations of the Public Works Department including conducting traffic engineering and transportation planning studies and preparing traffic construction plans.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for professional engineering staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Prepare complex staff reports and memorandums regarding the use and operation of various traffic control devices on City streets.
6. Receive and respond to citizen complaints regarding traffic safety, signal operation and congestion; resolve complaints in a timely and efficient manner.
7. Oversee and participate in complex traffic engineering studies; review findings and prepare recommendations for improved traffic control services.
8. Oversee and participate in conducting inspections for the installation of traffic control devices, traffic signs and pavement markings; review and approve bid documents.
9. Prepare City policies and guidelines for traffic engineering activities including the installation of traffic control devices, pavement markings, street lighting and traffic studies.
10. Select, train, motivate and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

11. Oversee and participate in the development and administration of the traffic engineering budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
12. Serve as the liaison for traffic engineering activities with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Director, Public Works.
15. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to traffic engineering programs, policies and procedures as appropriate.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of traffic engineering.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of a traffic engineering program.
Principles and practices of traffic engineering and transportation planning.
Principles and practices of preparing construction plans.
Principles and practices of program development and administration.
Methods and techniques used in conducting traffic engineering and transportation planning studies and analyses.
Principles of business letter writing and basic report preparation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive traffic engineering program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Oversee and participate in complex traffic engineering and transportation planning studies.
Prepare and approve traffic construction plans and specifications.
Respond to requests and inquiries from the general public.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in traffic engineering, transportation planning, civil engineering or a related field.

Experience:

Five years of increasingly responsible traffic engineering and transportation planning experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of registration as a professional engineer in the State of California.

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.