

City of Dunedin, Florida
Class Description

JOB TITLE: Transportation & Traffic Engineer
Public Works and Utilities Department

GENERAL STATEMENT OF JOB

Under limited direction, provides traffic management services for City improvements and permitted activities to ensure conformance with City codes, policies, permit conditions, and applicable technical standards; The work includes field work, technical analysis, roadway design, public interaction, and interdepartmental coordination around multimodal mobility planning and engineering. Responsible for the development of a new Traffic Management Program and recommendations for consideration by the City Administration and Commission. Candidates for this position should be highly motivated to ensure the City of Dunedin's goals to increase active and alternative transportation options are achieved. Reports to the Public Works & Utilities Director / City Engineer, or his designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Responsible for the development and administration of a new City Traffic Management Program, inclusive of citizen engagement, petition process management, coordination with neighborhood Home Owners' Associations (HOAs), traffic studies, and related assigned tasks.

Plans, directs and supervises transportation and traffic engineering for compliance with all applicable policies, procedures, laws and regulations for effective transportation management, roadway and traffic design, street lighting, bridge inspections and related engineering services.

Prepares and directs transportation and traffic studies; analyzes accident statistics; implements proper changes for safety of all road users. Prepares and presents program and project studies and findings to the City Commission / community groups, and the general public as required.

Reviews plans, specifications and permits for compliance with applicable codes, policies, procedures, laws and regulations. Assists contractors, consultants, developers and the public on City projects and activities to ensure that private development, utility upgrades, and streetscape improvements are being properly executed to manage the urban environment and minimize impacts to the public.

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Creates, reviews and approves Maintenance of Traffic (MOT), pavement markings, and signage plans for City projects, and for agency permits as required. Manages the installation of pavement markings and prepares or reviews signal timing, where appropriate.

Plans/reviews basis for proper and sufficient street signage throughout City right-of-way. Provides professional engineering design, permitting, coordination with the Florida Department of Transportation (FDOT) and similar services for City transportation, traffic, sidewalks, and related projects and programs.

Works with FDOT, Pinellas County, and Forward Pinellas to increase access to multi-modal transportation. Coordinates efforts with Pinellas County, City of Clearwater, Pinellas County Sheriff's Office, and Pinellas County School Board staff for safe transportation and traffic control methodologies and practices in general, and in pedestrian and school zones.

Coordinates with the City's Public Services and Risk Safety personnel regarding oversight of sidewalk and road safety assessments in an effort to proactively mitigate related claims against the City.

Visits development or work sites to determine project effect on traffic and the adequacy of traffic control and safety plans, or to suggest traffic control measures.

Conducts research and field work as required to assess and evaluate transportation and traffic engineering problems and projects. Conducts technical studies and analyses as required. Compiles data for and prepares a variety of required reports, records and correspondence.

Interacts with the general public and other organizations to investigate and resolve various traffic issues; responds to citizen requests and complaints; prepares, reviews and makes recommendations on various traffic issues taken to the City's Traffic Committee.

Serves as the Chair for the City's Traffic Committee.

Guides Division professional, technical and clerical personnel in Transportation and Traffic related matters.

Serves as project manager on assigned tasks and capital projects; provides guidance and leadership to support staff. Assists in developing scopes of work and specifications for projects. Writes proposal requests for consultant/contractor work; prepares bidding packages; evaluates proposals for outside services and makes recommendations for hire; and assists in administering contracts.

Reviews and recommends modifications to applicable City codes as appropriate.

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Reviews the work of support staff for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Identifies and implements sound transportation and traffic engineering practices for safe and efficient movement of transportation throughout the City.

Provides technical support for City Commission agenda preparation and meetings.

Oversees, updates and implements the Agile Assets Pavement Management Analyst System, or similar software, for development of the annual pavement contracts, including consultant coordination.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine administrative / office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, ordering supplies, etc.

Reviews plans and permits for compliance with applicable codes. Issues permits as appropriate.

Provides testimony as an expert witness in legal cases.

Provides input and staff support for updates to the City's Comprehensive Plan, as needed.

Enters computer data; uses computers and related software to produce engineering designs, presentation materials, spreadsheets, reports and correspondence.

Represents the department on various City and community committees as appropriate.

Performs related professional and administrative work as directed.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in engineering with an emphasis on transportation and traffic engineering, supplemented by a minimum of five years of progressively responsible work experience in transportation and/or traffic engineering. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered for this position.

SPECIAL REQUIREMENTS

Professional Engineer's (PE's) License in the State of Florida OR the ability to obtain PE's License within 6 months of hire. (Must possess PE's License within 6 months of starting in the position).

Must possess a valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

Performance Indicators

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Transportation and Traffic Engineer. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of civil engineering, environmental engineering and other fields applicable to the requirements of the position. Has knowledge of and skill in the use of computer-aided design technology. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to coordinate department activities with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has knowledge of proper English usage, grammar, vocabulary and spelling. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to speak, read and write effectively in English.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Includes exercising judgement in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

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Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Shares knowledge with managers, supervisors and co-workers for mutual benefit. Has the ability and skill to maintain effective relationships with personnel of other departments, other agency professionals and members of the public through contact and cooperation. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability to provide effective leadership and supervision as assigned.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, technical calculator, telephone, traffic counter, engineer's scale, camera, drafting tools, transportation/traffic related computer software. Ability to effectively use software and equipment in presentations.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Ability to communicate findings, information and recommendations in a public setting, before City Commission and public workshops.

Mathematical Aptitude: Requires the ability to apply advanced algebraic/calculus concept and algorithmic/modeling techniques in areas such as engineering design; to use principles of probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Ability to make sound, rational decisions in the design, operation and maintenance of safety sensitive pedestrian, bicycle, and vehicular rights-of-way. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or

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supplies. Must possess good health and reflexes to move in and out of adverse traffic conditions, night inspections for street lights and under bridge inspections.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgement for field inspections and studies.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Field tasks require exposure to traffic hazards. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works & Utilities Director / City Engineer

9/24/19
Date