

Transportation Planning Engineer

GENERAL PURPOSE

Under direction, performs complex professional engineering work in the research, design and construction of transportation projects; plans, coordinates, reviews and supervises the work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class perform complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting policies, and determining work assignments. Receive direction from the Assistant City Traffic Engineer or designated management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Evaluates transportation system operations and processes; recommends solutions to problems; assesses transportation planning issues in response to growth. Prepares plans and specifications for the construction of traffic and transportation facilities; researches and identifies project design requirements; prepares estimates of time and material costs. Participates in the selection and supervision of private professional engineers for the development of plans and specifications, studies and reports; monitors work in progress to ensure compliance; maintains records of approved projects. Assigns routine research, design and drafting tasks to technical subordinates; reviews completed work; assists in the solution of difficult problems. Writes and updates policies, procedures and manuals to facilitate transportation operations and define working procedures. Investigates field problems affecting property owners, contractors and maintenance operations. Prepares estimates and feasibility reports for new or modified traffic and transportation services. Administers contracts for construction projects. Reviews plans for private developments and ensures that they meet all City-imposed requirements. Prepares special engineering studies and reports. Coordinates traffic and transportation activities with other departments and outside agencies.

OTHER DUTIES

Other duties include giving professional public presentations, including preparing the presentations and reports; coordinating the Neighborhood Traffic Management Program (traffic calming); attending and presenting at City Council meetings, and coordinating board meetings and public neighborhood meetings; representing the City on local and regional committees; preparing and presenting

resolutions and ordinances; responding to concerns from Council and citizens regarding transportation, safety, and planning. Participates in and coordinates long-range transportation planning activities, bicycle and pedestrian planning issues, and school transportation issues. Reviews and conducts transportation engineering and planning studies, including traffic counts. May be involved with transportation planning modeling. May be involved with aspects of the City's Transportation Safety Management Program.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles and practices of civil and transportation engineering design, construction and planning; principles and techniques of management and supervision, including goals and objectives development and work planning and organization; principles and practices of contract administration and project management and evaluation; principles, modern techniques and equipment used in design, construction and maintenance of various projects; strength, properties and uses of construction materials; legal guidelines for public works engineering; public relations; budget development and administration; grant funding application and administration; use of micro-computers.

Ability to:

Plan, organize, supervise, review and evaluate the work of professionals and technical engineering personnel; review, prepare or direct the preparation of complex plans, specifications and legal contracts; prepare and evaluate engineering studies of large projects; perform difficult technical research and analyze complex engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action; select, motivate and evaluate staff and provide for their training and professional development; prepare clear and concise reports, drawings, maps, notes, correspondence and other written materials; establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, contractors, architects, Boards, Commissions and City staff.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in civil engineering, planning or related field; and two years of responsible professional civil engineering transportation or planning experience, or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Arizona driver's license. A certificate of registration as a Civil Engineer issued by the Arizona State Board of Registration for Civil and Professional Engineers is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, exposed to wet or humid conditions, where the noise level may be loud.

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT.

Job Hotline (Voice Only): 623-773-7105

Human Resources (Voice/TDD): 623-773-7100

EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

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