

**City of San Rafael
Job Class Specification**

Job Title: City Traffic Engineer

SUMMARY

Manages the City's traffic operation, project development, design, construction management, and maintenance; including safety and congestion issues, neighborhood traffic issues, parking, and intersection, and arterial transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Directs and manages the City's traffic operation and street parking system.
- Issues work orders to make changes to existing roadway system to improve safety and capacity.
- Directs and manages the City's traffic signal system. Oversees maintenance contracts and directs necessary changes to modify the system.
- Directs and manages the City's transportation modeling system to assess the City's future traffic conditions and subsequently develop policies and evaluate proposed developments.
- Chairs the Traffic Coordinating Committee to address complaints, requests for changes, and neighborhood calming techniques and studies.
- Analyzes transportation impact studies, recommends mitigation, and recommends project conditions of approval.
- Meets with department directors, City Manager, City Council. Presents technical reports.
- Analyzes transportation impact studies, recommends mitigation, and recommends project conditions of approval.
- Develops project designs, hire consultants, applies for grant funding, obtains Caltrans and other agencies permits. Coordinates with other public and private agencies.
- Conducts transportation planning referrals and review.
- Responds to emergencies and assists Police in major disasters and traffic accidents.
- Performs accident reconstruction to determine primary collision factor. Determines changes needed in roadway.
- Prepares technical reports for use by City attorneys, and advise attorneys on traffic engineering matters, testifies in court.
- Prepares reports and technical applications for grants from Federal and State sources. Make presentations to selection committees.
- Monitors traffic accident data and determine required changes to roadway network.
- Performs complex and detailed analysis of roadway network using sophisticated computer software programs and methodologies.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles and laws of traffic engineering.
- Traffic Signal System and Operation.
- Traffic Safety Issues.
- Transportation principles, Traffic modeling; and Parking and neighborhood traffic issues.
- Principles of supervision.

ABILITY TO:

Communicate effectively, orally and in writing. Analyze complex problems and develop solutions. Manage City-wide traffic system. Direct studies and design proposed solutions. Maintain traffic signal system. Find innovative traffic safety solutions. Develop and maintain effective working relationships with others. Manage and update traffic system. Develop policies for neighborhood traffic issues, parking & development. Supervise others.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be: BA in Civil Engineering. Seven years municipal engineering including two in traffic engineering and two as a lead or supervising Engineer.

Valid drivers license
California Professional Traffic Engineer License.

PHYSICAL 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee is frequently exposed to outdoors weather conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

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