CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **City Transportation Engineer** **UNION: 231**
SG: 9
DEPARTMENT: **Public Works** **CS: N**
FLSA: N
EEO4/SOC CODE: PR/19-3051

JOB SUMMARY:

Responsible for the development and implementation of a safe and efficient transportation system for all users. This position combines supervision of Transportation Technicians and customer service responsibilities with the application of transportation engineering principles. Reviews new city and private development plans and specifications to ensure that transportation related federal, state and city laws, ordinances, guidelines, and engineering standards are fulfilled. Responsible for managing the design and construction of transportation-related spot-improvement projects, coordination with engineering consultants, timing of traffic signals, neighborhood traffic management, coordination of street lighting system, maintenance of records, and coordination with technical boards and city stakeholders. Has significant contact with private consultants, regulatory agencies, engineers, developers, utility representatives, boards and commissions, contractors, elected officials and the general public.

SUPERVISORY RELATIONSHIP:

Reports to Superintendent – Traffic, Parking & Fiber. Works under general guidance of applicable federal, state, and local statutes, regulations, policies, procedures, contractual agreements, and appropriate engineering standards. Supervises and assigns work to lower-level employees in the Transportation Engineering Group such as Traffic Signal Technician and Transportation Technicians, and may supervise other specialists, coordinators, administrative personnel, volunteers, interns, and work study students. Provides guidance and serves as a resource to managers, technicians, inspectors, financial services personnel, and others within the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Acts as the City's Traffic Engineer as outlined in the WAC 308-330-260 and 265 responsible for determining the installation and maintenance of traffic control devices, signage, permits, zones and roadway surface markings and lines. Conducts engineering analysis of traffic accidents with devised remedial measures, performs engineering investigations of traffic conditions and plans the operation of traffic on the roads of the local authority. Works in cooperation with other officials in the development of ways and means to improve traffic conditions, and to carry out the additional powers and duties imposed by ordinances of the City.

2. Oversees and conducts transportation studies and field investigations based upon staff or citizen requests and prepares reports, correspondence, and communication.

3. Plans, directs, coordinates, supervises, and reviews the collection, tabulation, and analysis of transportation information pertaining to multimodal transportation, transportation hazards, parking conditions, and traffic congestion.

4. Schedules and reviews and evaluates the daily accomplishments modifying work priorities as necessary for the Transportation Division staff. Responsible for hiring, establishing performance standards, and conducting performance evaluations. Develops and or coordinates ongoing, on the job training, vendor, and in-house training. Responsible for coaching and corrective action and participates in disciplinary action.

5. Communicates accurately and courteously with the public by responding to inquiries, complaints or requests for information regarding traffic signal systems, street lighting systems, traffic signing, and pavement markings in accordance with applicable policies and procedures. Investigates damage claims and service requests and takes appropriate actions under applicable local, state, and federal law to limit City liability and expense.

6. Reviews City, private development, and partner agency roadway and active transportation projects designed by consultants and in-house engineers for technical accuracy and to ensure consistency with applicable local, state, and federal standards. Partners with local agencies as necessary including Washington State Department of Transportation, Whatcom Transportation Authority, City of Ferndale, and Whatcom County.

7. Conducts, researches, evaluates and makes recommendations regarding transportation codes, policies and procedures to the Superintendent, Assistant Director, and Public Works Director.

8. Participates in the initial planning of proposed projects including preparation of requests for qualifications and/or proposals. Includes collecting, gathering and interpreting transportation engineering data and available information. Solicits requests for qualifications and/or proposals for consulting services.

9. Prepares presentations for public meetings, user groups, neighborhood associations and City Council. Forms project specific steering committees; schedules meetings and coordinates input from a variety of outside interests. Discusses project impacts directly with affected property owners, tenants, and business owners.

10. Manages assigned capital projects and related activities. Includes construction document development and coordination, coordinating with Communication & Outreach staff to plan and implement community outreach, management of consultants and design teams, contract and permit preparation and management, construction oversight and documentation, recommending and approving materials, approving schedules, resolving problems, negotiating change orders, monitoring construction progress, maintaining records of contracts and projects in progress, performing on-site inspections, and approving final acceptance of projects. Supervises design teams consisting of consultants, other engineers, technicians, surveyors, and administrative personnel as to budgetary, technical, construction and scheduling aspects of the work.

11. Assists other department staff with the preparation of grant applications.

12. Approves expenditures for equipment and materials, monitors budget for assigned area. Determines and coordinates inventory needs for equipment and materials. Makes recommendations and assists Superintendent in development of preliminary budgeting for the assigned area. Estimates job costs for billable and non-billable work orders.

13. Inspects the street and traffic related work of private contractors including end-of-construction walk-throughs. Recommends acceptance or rejection of work as necessary.

Provides assistance to project engineers or private contractors as needed at pre-construction meetings and during construction activity.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Demonstrated knowledge of preventive and corrective maintenance, new installation activities, and to analyze, troubleshoot, and correct faults in public environment.
- Demonstrated skill in using the Manual on Uniform Traffic Control Devices (MUTCD).
- Demonstrated knowledge of state and city codes, statutes, and ordinances related to traffic and or transportation systems.
- Demonstrated knowledge of traffic engineering principles, standardized practices, and nationally recognized guidelines related to transportation infrastructure.
- Demonstrated knowledge of project management techniques and coordination procedures.
- Working knowledge of traffic signal system management, traffic signal controllers and field equipment, closed-loop and central system signal software and signal timing optimization software including Synchro and Centracs.
- Some knowledge of civil engineering principles, practices, standards, and methods.
- Working knowledge of presentation formats and procedures.
- Some knowledge of the methods, materials, and tools used including street and or transportation system construction, maintenance, and operations.
- Some knowledge of WSDOT Design and Construction Standards and Specifications.
- Some knowledge of City of Bellingham Municipal Code.
- Some knowledge of other local, regional and national standards of design and construction as related to municipal infrastructure.
- Some knowledge of market trends in public infrastructure design/construction.

Skills in:

- Strong management skills including organizing, problem analysis, decision-making, time management, and interpersonal sensitivity.
- Demonstrated ability in administering comprehensive performance standards including safety rules, policies and procedures.
- Leadership skills including the ability to respond effectively in emergency situations, provide effective coaching, and performance feedback to employees.
- Effectively interact and communicate with diverse groups of people such as co-workers, subordinates, outside agencies, and elected officials.
- Spreadsheet, database, word processing and related engineering software applications.
- Applying civil engineering principles, practices, standards and methods.
- Reading, interpreting, and applying a variety of written regulations, codes, standards, and instructions.

Ability to:

- Research, understand, and explain information in complex technical manuals, blueprints, legal codes, drawings, schematics.
- Willingness and ability to demonstrate the Public Service Competencies of: Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - Frequently travel between worksites including indoor and outdoor locations;
  - Frequently detect, process, operate and interpret data on a computer and other office equipment such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally traverse uneven terrain;
  - Occasionally move at heights above ground and at ground level;
  - Occasionally stationary for long periods of time;
  - Occasionally moves objects up to 50 lbs.;
  - Ability to respond quickly in a noisy, fast-paced environment while meeting mandated safety standards.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation and occasionally outdoors in all weather conditions on City streets and rights-of-ways, near roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces with infrequent transportation of heavy objects. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering or related field.
- Four (4) years of experience as a professional engineer (PE) required, including three (3) years of direct traffic operations engineering experience.
- Project management experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Professional Engineer’s license at time of hire required. Must obtain WA State PE license within 6 months of hire.
- Must possess or be able to obtain with one year of hire Professional Traffic Operations Engineer certification.
- Valid Washington State driver’s license and good driving record. Applicant must submit a three-year driving record prior to hire.
- Adaptability and flexibility to accept schedule changes as necessary, and willingness to accept “call out” status for emergency situations.
- Employment contingent upon passing a criminal background check.

PREPARED BY: S. Haugen/ M.Barrett **REVIEWED BY:**_____

9/23

Joel Pfundt, Asst. Director
Public Works

REVISED BY:

REVIEWED BY:_____
Eric Johnston, Director
Public Works