CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Public Works Superintendent – Traffic/Parking/Fiber** **E-PLAN SG:E2-13**

DEPARTMENT: **Public Works - Operations Division** **CS:N FLSA:N EEO4CODE:OA**

JOB SUMMARY:

Responsible for the operation and maintenance of the City's Signal, Traffic, Parking, and Fiber Optic Network Division. Develops strategic objectives including short-term and long-term planning in accordance with City and community goals. Works in collaboration with City staff and private vendors to complete project objectives. Manages and coordinates infrastructure design, traffic engineering strategies, and improvement initiatives. Oversees vendor contracts for services. Develops, establishes, and maintains departmental policies and procedures to provide safe, dependable, and cost-effective operations of the Division. Directs supervisory and professional staff and oversees employee performance including quality, quantity, and efficiency of work. Works under applicable City, State, Federal regulations, policies, and laws.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works/Operations Division. Works independently under the guidance of City and Departmental policies and procedures, as well as local, state, and federal regulations, laws, policies and industry best practices.

Supervises the activities of the Signal, Traffic, Parking, and Fiber Optic Network Divisions. Serves as a member of Public Works management team.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Directs and oversees the operation and maintenance of the Division including infrastructure, traffic engineering, and project management. Recommends physical improvements to maintain or efficiently improve the operation of the Traffic and Signal systems, Fiber Optic Network, and Parking Operations Program. Researches, develops, and implements Division policies, procedures, and protocols. Ensures compliance with federal, state, and local regulations.

2. Prioritizes the work of the Division. Responsible for tracking progress and meeting deadlines. Schedules preventative maintenance and emergency repairs. Ensures availability of materials and equipment required to meet Division goals and responsibilities.

3. Manages maintenance of traffic signals for all partner agencies including Washington State Department of Transportation, Whatcom County, Ferndale, and Lynden.

4. Oversees and directs supervisory staff in planning and implementing personnel assignments and establishing performance standards. Responsible for the establishment of supervisory work tasks, employee hiring process, participating in disciplinary actions, and conducting performance evaluations. Ensures ongoing training for all Signal, Traffic, Parking, and Fiber Optic Network operations. Enforces safety and training policies and procedures.

5. Develops partnerships and works with local organizations on traffic, parking, and infrastructure designs, developments, and needs.

6. Negotiates contracts including cost estimates and construction specifications for contruction work. Solicits and develops requests for qualifications and or proposals, in accordance with applicable procurement guidelines, for vendor selection. Performs consultant selection and liaison activities.

7. Works with Fiber Network and Parking Operations to develop enterprise planning, rates, and billing management for partner agencies and community organizations utilizing services. Provides recommendations on price structure and billing management to the Assistant Director and or Director.

8. Prepares and monitors annual budget for assigned areas of responsibility and operates within fiscal constraints. Prepares recommendations for the annual capital improvement program.

9. Supervises consumer and community service activities such as utility locations, complaint investigation, and community member inquiries.

10. Represents Department and serves on various committees involving regional and state transportation as well as emergency planning and response.

ADDITIONAL WORK PERFORMED:

1. Performs project and committee responsibilities and serves as a member of the Public Works management team. May act in responsible charge of the Operations Division, upon request.

2. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.

3. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- The fields of traffic signals, street lighting, traffic control signs, and pavement markings maintenance and design, fiber optic network maintenance and design, and parking system management, including legal, technical and organizational aspects, as well as sources of current knowledge of the field.
- Strong knowledge and ability in Public Sector fiscal and records management including cost analysis and budget development, analysis, and asset management.
- A working knowledge of relevant government and/or community institutions, organizations, procedures and processes.
- Principles and practices of leadership, supervision, and personnel management.
- Standards of the American Public Works Association (APWA), International Municipal Signal Association (IMSA), Institute of Transportation Engineers (ITE), American Association of State Highway and Transportation Officials (AASHTO), International Parking Institute (IPI) and the Fiber Optic Association (FOA).

Skill in:

- Strong leadership skills including time management, problem analysis and resolution including in emergency situations, interpersonal sensitivity, and adaptability.

- Strong management skills including organizing staff, including the ability to effectively coach and provide performance feedback.
- Excellent communication skills for working with federal and state agency personnel, local government staff, residents, and public officials.
- Project development and engineering principals.

Ability to:

- Apply problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned area and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Plan, organize and execute programs.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Willingness to accept on-call status and be available to respond to on-call circumstances.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Operate a motor vehicle;
  - Move between worksites for attendance at various meetings;
  - Occasionally traverse uneven terrain at Public Works projects throughout the City.

WORKING ENVIRONMENT:

Work is performed in an office environment and occasionally in an outdoor field environment with visits to Public Works project work sites throughout the city. The incumbent may be exposed to fumes, airborne particles and outside weather conditions. Exposure to varying noise levels in the office and outdoor setting. Incumbent is subject to stress associated with project deadlines, competing requests and demanding internal and external customer service requirements. Business travel is required. This position has minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, public or business administration or closely related field required.
- Minimum of five years demonstrated complex program and project management experience required.
  - Must be in one or more of the task areas related to the assignment (Signal, Traffic, Parking, and Fiber Optic Network operations).
- Minimum of three years of supervisory experience required.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record required at time of hire. Candidates must submit a three-year driving record abstract prior to hire.
- Must have or have the ability to obtain the following certifications within three years of hire:
    - IMSA Signs & Markings level III
    - IMSA Traffic Signal Inspector
    - IMSA Roadway Lighting Technician II
- Employment contingent upon passing a criminal background check.

PREPARED BY: M. Olinger
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7/2022

REVIEWED BY: _____
Eric Johnston, Director Public Works

REVIEWED BY: _____
Michael Olinger, Assistant Director of Operations