

MAJOR FUNCTION

This is a responsible managerial position directing the activities of the Traffic Engineering Section of the Public Infrastructure Engineering Division, evaluating, formulating, coordinating, implementing, and managing highly technical engineering, and administrative work such as complex design engineering, safety engineering services, system operations, field operations, complex engineering studies and analysis, training support, project management, quality assurance, budgeting, purchasing, of traffic facilities or systems. Incumbents work with extensive independence under the general direction of the Manager-Public Infrastructure Engineering. The work is reviewed through observations, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs, schedules, assigns, trains and supervises professional, technical, and administrative subordinates. Assists in the overall planning, design, operation, and maintenance of the City's traffic engineering facilities. Develops budget, scope of work documents, and performs project engineer or manager duties on various projects and programs. Reviews specifications and plans, evaluates vendor proposals, and provides recommendations for purchases. Prepares and reviews technical, economical, and other reports. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Requires the use and exercise of independent judgment. Assists in preparation of the Division's budget. Performs various administrative activities and functions. Ensures compliance with applicable traffic and environmental standards. Performs related work as required. Responsible for the Underground Utility and Public Infrastructure Department Traffic Engineering section. Performs studies and analysis of traffic operations on City roads with the City to ensure safe, reliable and effective movement of traffic within the City. Reviews development activities and their impacts to traffic flow and operations. Coordinates permitting requirements for Right of Way and other City permits. Coordinates with the field construction and maintenance (preventative and corrective) activities for the City's traffic management system. Coordinates with the Regional Traffic Management Center on traffic flow issues.

Other Important Duties

May act in the absence of Manager-Public Infrastructure Engineering. May attend meetings including City Commission meetings for Manager-Public Infrastructure Engineering.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the modern practices, methods, techniques and equipment used in traffic engineering and operations. Thorough knowledge of the use and care of equipment and systems associated with traffic operations. Thorough knowledge of the City's traffic systems. Thorough knowledge of budgeting and cost accounting principles. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects and use them in drawing plan specifications. Ability to supervise and direct subordinate technical and operational personnel. Ability to read, understand and apply applicable City policies, procedures, rules, and work processes. Ability to read, understand and apply applicable regulatory requirements (safety, environmental, traffic). Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to manage complex projects and assignments for prolonged periods of time. Ability to manage change. Ability to maintain records and coordinate and/or supervise subordinates or assigned contractors. Ability to comprehend, and the leadership to seek resolution of, complicated problems and to issue highly technical written and oral instructions.

Ability to maintain effective working relationships with fellow employees, contractors, and the public. Ability to communicate clearly and concisely orally and in writing. Ability to safely work extended hours during storm and other emergency situations. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, or a related field and five years of professional experience that includes the planning, design, operation, and maintenance of traffic facilities; or possession of a high school degree and nine years of professional experience that includes the planning, redesign, operation and maintenance of traffic facilities. Two years of the experience must include supervisory experience.

An incumbent in this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment.

Established: 09-02-17

Revised: 01-01-20

07-02-22