

MAJOR FUNCTION

This is responsible technical and supervisory work assisting the City Traffic Engineer in directing the studies and operation (signing, pavement marking and parking meters) section of the Traffic Engineering Division. The technical work involves the design and implementation of traffic signs, pavement markings and other related traffic control devices. Work also entails the design, review, and approval of traffic studies, activities, and plans affecting traffic safety. An incumbent is expected to exercise independent judgment and initiative in the performance of assigned duties. Work is performed under the general direction of the City Traffic Engineer and is reviewed through conferences, reports, and observed results.

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

Designs, reviews and approves plans and specifications for traffic signs and pavement marking installation projects. Develops, reviews, and recommends for approval Transportation System Management (TSM) projects. Examines TSM projects and other traffic related municipal improvements for conformance to City, state and National Uniform Traffic Control Device Standards. Designs, reviews, and approves traffic plans associated with City projects utilizing City streets. Plans, schedules, and coordinates the activities of staff relating to signs, pavement markings, and parking meters operations. Recommends traffic flow improvements identified through traffic engineering studied and/or observations. Develops specifications and cost estimates. Prepares policies, ordinances, and technical reports for consideration and approval by the City Traffic Engineer. Works with the Florida Department of Transportation in reviewing plans, testing equipment and implementing improvements to the state and federal highway system inside the City's boundaries. Recommends the selection, transfer, promotion, grievance resolution, discipline or discharge of subordinate personnel. Conducts performance evaluation and recommends approval or disapproval of merit increases. Performs related work as required

Other Important Duties

Performs and supervises traffic studies to insure public safety. Provides assistance to interested parties regarding traffic engineering control, operations, site plans, and safety. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of traffic engineering as applied to municipal public works and transportation systems. Considerable knowledge of the Manual of Uniform Traffic Control Devices and the American Association of State Highway and Transportation Officials' Standards. Considerable knowledge of modern techniques, methods, procedures, principals and practices of the organization and management of a city traffic engineering operation. Knowledge of current developments and literature in the field of traffic engineering. Knowledge of computers, computer systems, computer hardware and software. Ability to apply computers in traffic engineering problem solving, evaluation of alternative designs, cost estimating and related functions. Ability to plan and implement projects and prepare related designs, cost estimates and specifications. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, both orally and in writing. Ability to plan, organize, direct and train subordinates in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering, civil engineering technology, or a related field and three years of technical and professional responsible experience in traffic engineering; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

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

Established: 02-28-96

Revised: 10-07-03*

07-13-09*