

MAJOR FUNCTION

This is a responsible managerial position directing the activities of the Traffic Operations Section of the Public Infrastructure Engineering Division, evaluating, formulating, coordinating, implementing, and managing highly technical engineering, operational 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, operation/maintenance 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, trains and supervises professional, technical, and administrative subordinates. Oversees the planning, design, construction, operation, and maintenance of the City's Traffic Operations Section. Prepares and reviews technical, economical, and other reports. Ensures compliance with applicable traffic and environmental standards. Manages the Regional Transportation Management Center which includes the Tallahassee Advanced Transportation Management System (TATMS) and the Florida Department of Transportation Freeway Management System (FMS). Deploys incident and emergency management response strategies. Manages the Traffic Signal Operations Unit to include the field construction and maintenance activities. Review signal operating plans and specifications. Develops budget, scope of work documents, and performs project engineer or manager duties on various projects and programs. Evaluates vendor proposals, and provides recommendations for purchases. Requires the use and exercise of independent judgment. Recommends the hire, transfer, promotion, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

May act in the absence of Assistant General Manager. May attend meetings including City Commission meetings for Assistant General Manager.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the modern practices, methods, techniques and equipment used in traffic engineering and operations. Knowledge of the use and care of equipment and systems associated with traffic operations. Knowledge of the City's traffic systems. 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 diploma and nine years of professional experience that includes the planning, design, operation and maintenance of traffic facilities and/or operations. Two years of the experience must include supervisory experience.

Necessary Special Requirements

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

Established: 12-20-21