

MAJOR FUNCTION

This is responsible professional, technical and administrative work directing the traffic mobility functions of the City. Work involves the managerial control over the operations of traffic mobility management projects and programs. Work is performed under the administrative direction of the City Engineer; however, work requires the exercise of initiative, discretion and judgment in performing daily operations. Work is reviewed by observation of results, written reports and through conferences.

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

Assigns, directs, and evaluates work of subordinate professional, technical, and clerical personnel. Prepares and administers section budget. Studies the geometric design of streets, highways, abutting lands and the traffic operations. Studies traffic conditions from fixed locations, vehicles or aircraft to detect unsafe or congested situations. Observes locations of possible alternative routes, or need for corrective action. Evaluates statistical and physical data requiring such conditions as vehicle count per mile, pavement capacity and projected future traffic loads. Makes recommendations to the City Engineer and implements immediate plans for engineering improvements to eliminate or reduce accident potential. Studies City traffic control devices, such as signal lights, traffic signs, pavement markings, and street lighting to insure maximum efficiency, controlling, guidance, and safeguarding of vehicular and pedestrian traffic. Develops quality and productivity improvement capabilities to improve services and effectiveness. Coordinates with other departments, the development of long-range specific projects for traffic engineering improvement in the City. Develops public information and training programs to inform the public and enlist cooperation in reducing congestion and accidents. Supervises the collection of data. Compiles reports and budget presentation incidental to traffic engineering functions. Represents Traffic Mobility Management at City Commission meetings. Oversees construction unit responsible for sidewalk construction and repair and minor traffic operational improvement projects. Recommends the hiring, transfer, promotion, demotion, grievance resolution, discipline and termination of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

Confers with citizens, business people and government officials to resolve complaints concerning traffic problems. Coordinates with the County, State and Federal officials in developing financial assistance for specific projects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, techniques and theories of traffic engineering, as they relate to municipal traffic patterns and conditions. Thorough knowledge of street design and geometrics as they relate to traffic engineering. Thorough knowledge of current developments and literature in the field of traffic engineering. Thorough knowledge of modern management methods and techniques. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, assign, direct and review the work of a large number of employees directly and through subordinate supervision. Ability to present facts and recommendations effectively. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself effectively and concisely orally and in writing. Strong leadership, professional judgment, decision making and problem solving skills. Excellent interpersonal facilitation and communication skills. Skill in the use of personal computers and the associated programs and applications necessary for job performance.

Minimum Training and Experience

Possession of a bachelor's degree in traffic engineering or civil engineering with major course work in traffic engineering or a related field and five years of professional experience that includes traffic engineering; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Must possess registration as a professional engineer in the State of Florida within one year from date of employment.

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