



POSITION DESCRIPTION

POSITION:	TRAFFIC ENGINEERING MANAGER	CIVIL SERVICE:	NO
DEPARTMENT:	PUBLIC WORKS	FLSA EXEMPT:	YES
DIVISION:	TRAFFIC ENGINEERING	UNION:	N/A
REPORTS TO:	PUBLIC WORKS DIRECTOR	PAY GRADE:	N18

FUNCTION:

This position functions under the supervision of the Public Works Director to plan, organize, and direct the daily activities of the Traffic Engineering Division within the Public Works Department. Provides effective professional leadership and manages the traffic engineering programs, projects and activities in the City. Performs professional engineering work in administering, planning, developing, designing, and directing the traffic engineering programs, projects and activities. Plans, organizes, and directs programs for the development, implementation, operation, and maintenance of traffic control systems, methods, and devices. Supervises the preparation, review and approval of traffic engineering studies, reports, designs, plans, specifications, and cost opinions. Responds to requests for information and questions from City management, other departments, citizens, contractors, and other public agency officials. Performs related work as required.

SUPERVISES:

Engineering Traffic Specialist
Lead Traffic Technician
Traffic Technicians

EQUIPMENT USED:

Standard Office and Communication Equipment
CAD (AutoCAD, MicroStation) and GIS Software
Traffic Engineering Software (Synchro, HCM)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervises the preparation and review of traffic engineering-related designs, plans, specifications, and cost opinions for public improvement projects. Also, directs the advertising, bid opening and construction administration of the projects.
- Prepares and reviews traffic engineering studies and reports for public improvement projects. Reviews traffic engineering studies and related site plans for proposed private development projects to determine impacts (traffic, access) to the City's transportation system. Traffic engineering studies may include operations and safety analyses; traffic control and signal warrant analyses; speed studies, and regulatory and warning traffic sign location studies.
- Assists with the development and implementation of the Capital Improvements Program (CIP) for transportation, traffic, pedestrian, bicycle, and transit improvement projects.
- Plans, organizes, and directs traffic data collection and analysis; and traffic control systems operations and maintenance.
- Reviews and provides recommendations for adding new or modifying existing traffic controls (e.g. signals, signs, pavement markings) and fiber optic interconnection of traffic

signals in compliance with City of Ankeny, Statewide Urban Design and Specifications (SUDAS), Iowa Department of Transportation (DOT), and Manual on Uniform Traffic Control Devices (MUTCD) standards.

- Prepares applications for State and Federal funding for traffic and transportation system improvement projects and administers contracts with State and Federal funding.
- Assists with the development and monitoring of the department's operating budget for area of responsibility. Determines future traffic-related operating and maintenance needs for budgeting purposes.
- Drafts proposed changes to the City's traffic-related policies, ordinances, and codes (e.g. traffic control, speed, parking).
- Reviews and responds to traffic engineering-related requests for information and questions from City management, other departments, citizens, contractors, and other public agency officials. Completes related field investigations and resolves issues as the City's representative.
- Manages the periodic review and modification of traffic signal system timings and coordination plans to optimize traffic mobility within the City.
- Assists with the review of street lighting plans for public improvement and private development projects to determine whether adequate lighting levels are provided.
- Works with other City departments and public agency representatives regarding traffic and transportation engineering and transportation planning policies and activities.
- Attends work related meetings, including after normal working hours, as necessary or as directed, and makes presentations when required.
- Oversees the maintenance of records and plans for traffic engineering-related public improvement projects.
- Advises the Director on matters pertaining to employee performance, hiring, and discipline.
- Works with the City's GIS system and staff to add and update traffic-related infrastructure information.

ENTRY REQUIREMENTS AND SKILLS:

Comprehensive knowledge of traffic and transportation engineering principles and practices, transportation planning, roadway design, MUTCD, traffic control design, construction and maintenance practices, and current methods and equipment used in the control of vehicular, pedestrian, and bicycle traffic; considerable knowledge of the principles and practices of public works, civil engineering, and traffic signal and utilities operations; knowledge of State and Federal funding sources and programs for transportation (vehicular, bicycle, pedestrian) improvements; knowledge of local, State, and Federal regulations regarding the design and construction of street and traffic control improvement projects; ability to coordinate and supervise the activities of traffic engineering division personnel; ability to manage multiple tasks simultaneously; ability to communicate and cooperate with officials, subordinates, consulting engineers, contractors, and the general public.

REQUIRED SPECIAL QUALIFICATIONS:

Must be in possession of a license to practice as a professional civil engineer (PE) issued by the State of Iowa or licensed in another state with the ability to obtain an Iowa license within six (6) months of date of hire. A minimum of eight (8) years of progressively responsible work experience in traffic engineering, transportation engineering or civil engineering with experience in managing and supervising other professional and technical staff; or an equivalent combination of education and experience. Master's degree in related engineering field and / or professional traffic operations engineer (PTOE) license preferred.

Shall possess and maintain a valid motor vehicle operator's license issued by the State of Iowa.

WORKING CONDITIONS:

- Works in office environment.
 - May occasionally work in the field or visit work sites of the division, as necessary.
 - May be expected to participate in meetings after normal working hours.
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PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to kneel, squat and walk.
- Must keep regular and reliable attendance at work.