

City of
EDMONDS
Washington

TRANSPORTATION ENGINEER

Department:	Public Works - Engineering	Pay Grade:	NR-14
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	City Engineer

POSITION PURPOSE: Under administrative direction, manages the City's transportation engineering program; manages assigned capital improvements projects and contracts; performs long-range transportation plans and reports; reviews traffic plans for conformance with city, state and federal standards; prepares traffic engineering and safety studies; prepares transportation design drawings, specifications and cost estimates; advises traffic signal maintenance personnel; establishes signal operations and updates the transportation element of the City's Comprehensive Plan and the City's Six Year Transportation Improvement Program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the City's transportation program; provides technical expertise on transportation related issues and responds to traffic engineering requests by citizens and City staff.
- Coordinates transportation planning and improvements with City Departments, WSDOT, public agencies and regional transportation organizations.
- Researches and prepares traffic engineering studies, reports and recommendations based on engineering standards, guidelines and city code.
- Oversees and maintains data collection for traffic count records for intersection volume and speeds.
- Reviews and evaluates traffic accident reports and prepares work orders to initiate changes and additions to traffic controls, pavement markings and traffic signs.
- Directs and supervises the design, maintenance and operation of traffic signals, signs, pavement markings and illumination systems.
- Prepares the annual Six Year Transportation Improvement Program (TIP), updates the transportation element of the Comprehensive Plan; develops and updates road standards in the Edmonds Community Development Code, design criteria and standard details.
- Manages assigned capital improvement projects; plans, develops and prepares transportation design drawings, contract specifications and cost estimates.
- Uses AutoCAD and related engineering and graphics software to prepare detailed design drawings.
- Coordinates project improvements with City Departments, private utilities, other public agencies and citizens, and prepares and secures necessary easements for project construction.
- Manages the advertisement, bid and award of transportation capital improvement projects.
- Develops criteria to evaluate project priorities.

JOB DESCRIPTION

Transportation Engineer

- Serves as staff on a variety of boards, commissions and committees.
- Prepares advertisement notice and responses to bidder questions; reviews and analyzes bid documents for compliance with City, state and federal requirements; prepares award recommendation for City Council; oversees the execution and processing of construction contract documents.
- Performs the construction management of assigned transportation projects; implements the contract and maintains project filing system following related City, state and federal standards, policies, guidelines and laws.
- Processes, reviews and approves contractor submittals; processes, reviews, and responds to requests for information.
- Performs field inspection and documentation of construction activities; prepares and calculates progress pay estimates; negotiates and prepares change orders and field change directives.
- Prepares daily inspection reports, calculates and prepares field notes records of contractor quantities and materials installed in the field and takes and files daily photos of assigned projects.
- Monitors contractor operations and traffic control to ensure a safe work area and responds promptly to public questions and concerns.
- Manages and tracks the close-out phase of construction contracts and the documentation required for final project approval.
- Prepares and manages consultant contracts; develops and prepares Request for Qualifications (RFQ's) and reviews and evaluates statement of qualifications.
- Reviews and approves fee sheets, scopes, schedules and invoices; reviews and checks consultant drawings, specifications and estimates for accuracy and quality; monitors consultant progress and invoices to approved schedules.
- Develops, prepares and monitors project budget; reviews and tracks project expenditures; prepares reports on cost overruns or budget amendments; prepares City, state and federal documents for administration of grants and loans; proposes alternate construction methods or materials to reduce project costs.
- Prepares City Council agenda packets for transportation issues; attends City Council meetings and public hearing; makes presentations and responds to questions on issues as needed.

Required Knowledge of:

- Civil engineering principles and standards as applicable to transportation engineering activities.
- Transportation demand management and transportation system management principles.
- State and federal funding procedures for public works projects.
- Applicable ordinances, local, state and federal laws, codes and regulations.
- Administration principles and practices of construction and consultant contracts.
- Reading, interpreting and understanding civil design drawings, schematics and other related maps and drawings.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety standards, rules and regulations.
- Principles and practices of the long-range strategic planning.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Administrative program/project management techniques and principles.
- Contract negotiation and administration.
- Research methods and report preparation and presentation.

JOB DESCRIPTION

Transportation Engineer

- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.

Required Skill in:

- Planning, organizing, controlling and directing the Transportation Engineering activities and operations.
- Serving as representative of the City on local and regional Transportation Engineering issues.
- Supervising construction, design and contracts.
- Conducting project design reviews.
- Developing and administering procurement and consultant contracts as necessary.
- Creating and producing effective grant requests.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Planning and implementing long-term strategies including capital construction project planning and oversight.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Directing the maintenance of a variety of reports and files; preparing, maintaining and reviewing comprehensive narratives and statistical reports.
- Developing and monitoring departmental, capital improvement and program/project operating budgets, costs, and schedules.
- Communicating effectively verbally and in writing including public relations and public speaking.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering, Transportation Planning or related field and four years of increasingly responsible civil engineering design and construction experience in a municipal, State, or related environment OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Washington State Professional Civil Engineer (PE) license.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

JOB DESCRIPTION
Transportation Engineer

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understanding a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise move or transport moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with angry and/or dissatisfied customers.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____