



Traffic Engineering Manager

Job Description

JOB INFORMATION

Approved Date:	8/1/2023 9:12:57 PM
Working Title:	Traffic Engineering Manager
Job Family:	Maintenance & Operations
Classification:	Senior M&O Manager

ORGANIZATION

Department:	Public Works
Cost Center/Program:	1015 - County Road Traffic & Transportation Planning
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include managing a program with multiple components, large work groups including professional and trades, managing several sub-programs of a larger program. Positions analyze program problems, provide consultation, develop strategies and formulate recommendations. Incumbents are responsible for strategic and long-range planning activities in areas such as program planning, budgeting, operations, policy issues, and proposed legislation. This classification is responsible for engineering and/or operational activities for roads, traffic, sewer, storm water, utility, plant and wastewater operations.

This position is responsible for the administration and management of the transportation planning, traffic engineering and traffic operations functions for over 900 centerline miles of County Roadways, including 42 traffic signals. Responsible for a division budget of over \$5 million while managing and supervising 21 full time employees performing transportation long range planning, roadway signing and striping as well as signal operations and maintenance. Significant technical expertise is required to perform professional engineering and administrative functions. The incumbent serves as the liaison with the Board of County Commissioners regarding transportation and traffic engineering issues and serves as a mediator and negotiator in responding to the public regarding complex and/or controversial traffic engineering problems.

Work assignments are broad in nature and are received with little or no technical instruction and require the selection of course of action and resolution of complex or unique problems with considerable latitude for independent judgment to develop procedures and systems and establish priorities working within the framework of established administrative guidelines. Serves as the county Traffic Engineer and must apply intensive and diversified knowledge of traffic engineering principles and practices. Work is reviewed by the County Engineer for compliance with established policies and objectives and is evaluated through reports, conferences, and the results obtained.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Serve as technical engineering resource and key liaison with the Board of County Commissioners, Municipal and Regional Planning Organizations, interdepartmental committees, engineering firms, developers, contractors, and the general public regarding assigned programs. Act as a mediator and negotiator in the planning process for assigned programs to find equitable solutions consistent with policies, goals, and regulations of the program and of the County, balancing public and private rights and interests, as well as responding to political pressures. Direct the resolution of inquiries, problems, complaints, or requests for information regarding the area of assignment; respond to the most sensitive or complex inquiries or service complaints.	25%
Manage and administer the Traffic Section by preparing program plans and goals and by coordinating all program activities with other units, departments and agencies. Plan and organize workloads and staff assignments, review progress, direct changes in priorities and schedules as needed to assure	20%

Essential Functions

Essential Function	% TIME
work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations.	
Administer the traffic signal maintenance functions; review the operational characteristics of traffic signals and recommend changes on phasing and timing for operational efficiency. Maintain regulatory control for the transportation system including the establishment of turning controls, parking and loading regulations, speed controls, one-way streets, and other traffic related regulations.	15%
Select, supervise and evaluate assigned staff; establish work rules and performance standards, conduct or oversee performance evaluations and initiate and implement disciplinary actions as warranted; resolve grievances and other sensitive personnel matters; provide for the training and motivation of subordinates in order to make full use of individual capabilities and meet changing system demands. Provide leadership and direction and develop short and long-range plans, goals, and objectives for assigned operations; review and update annual and six-year plans; assist in preparation and justification of divisional budget.	15%
Establish and implement policies, procedures, and design standards for efficient and effective operation and maintenance of assigned functions; analyze and recommend improvements to existing facilities, equipment and operating systems of the division; ensure conformance with American Association of State Highway and Transportation Officials (AASHTO) guidelines, Manual of Uniform Traffic Control Devices (MUTCD). Manage engineering projects in area of assignment. Provide technical assistance/interpretation on complex and atypical traffic engineering problems. Implement traffic flow and safety programs responsive to public service needs; review and analyze the effectiveness of safety programs and participate in the development of overall safety policies and procedures.	15%
Review legislative documents regarding transportation, infrastructure, and growth management; incorporate new legislation into County policies, regulations, and standards as they apply to traffic engineering and transportation planning. Review and keep current on the latest technology relating to demand management strategies, transportation and traffic management techniques, and project scheduling and incorporate into County transportation standards. Research and prepare pertinent data and reports for legal counsel for court actions; give depositions and testify in court regarding assigned area as required.	10%

Required for All Jobs

- Performs other duties as assigned
- Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Civil Engineering, Environmental Engineering, Public Administration, Construction Management, or directly related field	Required	
Bachelor's Degree	Civil Engineering or related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
8 years	progressively responsible experience managing large scale projects or operations in public works, engineering, traffic management, solid waste management, or closely related field	Required	and
3 years	Supervisory or management experience	Required	
8 years	Traffic Engineering	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
DL NUMBER - Driver License, Valid and in State	Driver operates County-owned vehicles.		Required	
Professional Engineer (PE) License	Licensed as a WA State Professional Engineer (PE), or in process of securing WA State comity		Required	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs				
Appear for scheduled work and complete assigned tasks within a reasonable period of time.				
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.				
Maintain confidentiality and adhere to policy and procedures of the county and department.				
Communicate effectively orally and in writing.				
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.				
Physically perform assigned duties and essential functions of the position.				
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.		High		
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.		High		
Managing one's own time and the time of others.		High		
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.		High		
Ability to maintain records and prepare routine reports on work activities supervised.		High		
Prior knowledge in the following software: Synchro Studio/Traffic Analysis, Crash Analysis, MS Excel, ArcGIS, Asset Management, and AutoCAD.		High		
Thorough knowledge of: Principles, procedures, and practices of civil engineering and traffic engineering, including AASHTO and MUTCD standards.		High		
Highway design and geometrics as they relate to engineering.		High		
Design, operation, uses and limitations of electrical traffic control devices.		Medium		
Transportation planning research methodology and techniques and statistical applications used in transportation planning.				
Data processing systems and engineering applications for assigned area.				
Application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.				
Set work priorities and train, direct, motivate, supervise and evaluate the work of assigned staff.				
Organize and oversee work projects, including planning and monitoring work schedules, contract compliance, and progress reviews.				
Develop long range plans and objectives for assigned area and perform planning and budgeting functions. Apply judgment and discretion in resolving problems and interpreting policies and regulations.				
Effectively respond to and reconcile competing interests of governmental entities, community organizations, service organizations, and public representatives as they affect the planning and operation of programs.				
Establish and maintain accurate records of assigned activities and operations.				
Perform technical research work and complex technical computations to provide reliable advice on difficult problems.				
Complete assigned tasks within prescribed timeframes.				
Schedule and prioritize workflow to complete tasks and meet deadlines.				

Read, interpret, and apply work related codes, project descriptions, legal property descriptions, site plans, maps, ordinances, and other regulations and guidelines applicable to area of assignment.

Make effective public presentations of technical, complex, and often controversial information, programs and projects.

Evaluate priorities and organize a variety of projects without jeopardizing project continuity or project deadlines

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp. Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$151,201.56
Annual Min:	\$118,188.72
Hourly Max:	\$0.00
Hourly Min:	\$0.00