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| DATE | May 2007 |
| JOB CODE | |
| FLSA | EXEMPT |
| EEO | |

JOB TITLE: Transportation Engineer
 DEPARTMENT/DIVISION: Engineering
 REPORTS TO: Varies

SUMMARY: Responsible for performing professional engineering activities according to Transportation Engineering best practices. Duties include project management; planning and implementing traffic control and signal timing plans; signal design, and reviewing development plans according to City standards and established Traffic Engineering Guidelines. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Responds to citizen, employee, and/or departmental requests, questions and complaints (e.g., requests for multiway stop signs, speeding complaints, and requests for new signals.)
- Gathers and analyzes data in order to respond to requests, questions, and complaints
- Assists in conducting traffic studies (e.g., visibility and parking studies) and analyzes study data in order to troubleshoot and/or prevent traffic problems.
- Analyzes and reports information to the Traffic Advisory Committee regarding traffic problems and prioritization lists for the installation of street lights and signals and provides recommendations.
- Designs and prepares signal plans for new signals citywide.
- Develops, implements and manages citywide traffic signal timing and re-timing plans.
- Develops and implements engineering plans in assigned area of responsibility.
- Performs in-house design, detail, and drafting of capital improvement projects.
- Analyzes, reviews and critiques private development plans to ensure they are in accordance with City ordinances and established Transportation Engineering Guidelines.
- Manages other assigned projects, which includes: project design and implementation; identifying and procuring appropriate resources participating in the selection of design consultants; reviewing plans; coordinating and administering construction bidding processes; administering construction contracts; responding to technical project inquiries; approving payments within established guidelines; monitoring project budgets; ensuring conformance with project timelines and fiscal constraints; authorizing payments to contractors; administering construction contracts; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of transportation engineering principles and practices and standard materials and equipment used in traffic engineering;
- Knowledge of construction principles and practices;
- Knowledge of applicable laws, codes, rules, regulations, and design standards;
- Skilled with computer traffic model systems (e.g., Syncro, AutoCad, ArcGIS)
- Skilled in designing and constructing engineering documents;
- Skilled in reading and interpreting a variety of engineering documents, including blueprints and schematics;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in analyzing and evaluating the relevance and importance of theories, concepts, and principles;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in managing projects;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Engineering.
- Five years of Engineering Experience.
- Professional Engineering (PE) License or ability to obtain PE License within nine months of employment.
- Must possess a valid Texas Driver's License.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.

- Must pass criminal history check.
- Must pass motor vehicle records check.