



# TRAFFIC ENGINEER JOB DESCRIPTION

Job Title: **Traffic Engineer**

Job Code: **EN110**

Pay Grade: **129**

Effective Date: **April 2009**

FLSA: **Exempt**

Revision Date: **April 2009**

## NATURE OF WORK

Under limited supervision, performs professional work of considerable difficulty in reviewing and evaluating traffic engineering projects and development proposals, and traffic impact and mitigation studies for the Public Works Department (PWD); develops traffic engineering projects, and manages the PWD Traffic Engineering and Traffic Control work groups.

## ESSENTIAL FUNCTIONS:

*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.*

- Plans and manages the services and staff of the PWD Traffic Engineering and Traffic Control work groups through appropriate delegation, managerial support, and work supervision.
- Develops plans and priorities for traffic engineering, transportation planning, traffic signal and control systems, development review, road and intersection design, and inspection protocols.
- Develops solutions to address traffic planning and engineering issues; prioritizes traffic control projects, monitors results, and assures that all project and service issues are addressed and resolved; assures effective communication of issues, and coordinates the evaluation and resolution of regional traffic engineering issues with County departments, cities and regional agencies.
- Coordinates the implementation of local and regional transportation projects with County departments, cities and regional agencies; coordinates with citizens' groups, advisory boards and commissions, and outside agencies; interprets and explains County policies, procedures, rules and regulations;
- Reviews and evaluates project and development proposals, road system improvement plans, land use permits, and traffic impact and mitigation studies; verifies compliance to County policies and guidelines and PWD standards and guidelines.
- Inspects traffic engineering projects to assure they meet PWD safety and operational standards and Washington State Department of Transportation (WSDOT) standards and requirements.
- Collects, compiles and evaluates traffic studies, safety analyses, traffic signal and control designs and other technical information; prepares and presents findings and recommendations; provides technical advice and guidance to other County staff and outside agencies.

- Manages assigned staff; prioritizes and assigns tasks and projects, and evaluates performance; develops staff skills and coordinates training; meets with staff to discuss and resolve project and technical issues; provides leadership, direction and guidance in operational processes and procedures.
- Updates the County's Transportation Model for forecasting future roadway needs; evaluates the potential traffic impact of community developments on regional and local roadway systems.
- Participates in transportation planning through the Lewis County and Southwest Washington Regional Transportation Planning Organization (SWRTPO).
- Writes various analytical reports and makes technical estimates of a specialized nature in connection with engineering projects; checks and reviews final technical specifications for submittal to County Engineer.
- Develops and administers budget and financial reporting; develops and recommends policies, procedures, rules, regulations, goals and objectives.

### **WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in an office environment; work involves light physical demands and frequent use of a personal computer; inspection work is performed outdoors at various locations throughout Lewis County.

### **DISTINGUISHING CHARACTERISTICS:**

This is an upper-level management position in PWD. Incumbents independently perform the full scope of civil engineering duties, with extensive technical knowledge in a specific area of assignment, and total responsibility for the completion of assigned civil engineering projects.

### **EMPLOYMENT STANDARDS:**

Bachelor's Degree in Civil Engineering or related field; AND four (4) year's professional civil engineering experience. Engineering program management experience is preferred.

A valid Driver's License is required. Must be registered as a Professional Engineer with Washington State Board of Registration, OR by the technical board of another state, with the ability to obtain Washington State registration within one year of employment.

### **KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- County policies and procedures.
- Principles and practices of personnel management.
- Principles and practices of Civil Engineering, traffic engineering and transportation planning.
- Principles and practices of government project management and public works construction.
- Manual on Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO), and WSDOT standards, protocols, specifications and guidelines for public works construction and safety standards in hazardous traffic environments.
- Federal and State codes and regulations governing civil engineering and public works projects, including County Road Administration Board standards.
- Computers and specialized engineering software applications and file management procedures.
- OSHA safety rules and regulations and safety standards applicable to hazardous environments.
- Principles of record keeping, records management and contract management.

**Skills in:**

- Analyzing technical issues, evaluating alternatives, and developing solutions based on findings.
- Analyzing and developing solutions for transportation and traffic engineering issues.
- Managing staff, delegating tasks and authority, and assessing and prioritizing multiple tasks and projects.
- Interpreting and applying engineering standards and procedures, Federal and State rules and regulations, and County policies and procedures.
- Working effectively with others to develop solutions for transportation issues.
- Applying engineering theory and skills to solve PWD project issues and problems.
- Analyzing and evaluating technical engineering data and documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Reading, understanding, developing, manipulating, and analyzing engineering information in a variety of computerized data formats.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other County employees, public officials, and representatives from other local, State, and Federal agencies.
- Communicating effectively verbally and in writing.