



CLASSIFICATION DESCRIPTION

TITLE: TRAFFIC ENGINEER III

JOB CODE: 21 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under management direction, the purpose of the position is to oversee and manage Capital Improvement construction and engineering activities. The work of an employee in this class focuses on the coordination of multiple transportation capital improvement projects. Employees in this classification perform at an upper management level and are responsible for managing the project development, design, construction, inspection, and contract administration activities involving the review and evaluation of engineering plans and specifications in support of the implementation of the City's Capital Improvement Projects. These projects include, but are not limited to, development projects as they relate to impacts on the City's transportation system. The objective is to ensure development through the departmental application of all applicable Federal, State, and local codes and standards and contractual provisions. The position is responsible to coordinate and be the lead contact with consultants as well as reviewer and commenter on proposed city capital projects and private development projects as they relate to stormwater system infrastructure and facilities. Employee works with a high degree of independence and initiative and is responsible to plan, organize, assign and review the work of subordinate level employees.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the work of staff, consultants, and contractors; coordinates efficient and timely completion of review and/or inspections for new and existing projects.
- Plans, allocates, and monitors time, people, consultants, contractors, and other resources to ensure efficient and effective completion of assigned projects.
- Trains and coordinates with engineering and technical support staff.
- Conducts performance evaluations and sets goals for assigned staff; provides recommendations for corrective actions as appropriate.
- Performs complex administrative and engineering support work in the design, construction, planning and management of the City's capital improvement project (CIP) program.
- Defines consultant scope of service, reviews and evaluates proposals to perform task;

- authorizes or recommends approval as appropriate.
- Reviews preparation of engineering drawings by technical staff and/or consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
 - Manages consultants in the development of projects; reviews and verifies consultants' invoices and recommends approval for payment; review consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants' costs estimates and schedules.
 - Monitors and tracks the review and approval of items such as shop drawings, material submittals, and supplementary drawings during the construction administration phase.
 - Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, and consultants to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes, and regulations are enforced.
 - Coordinates advertising for bidding process; reviews qualifications, bids and submits recommendations for consultant and contractor selection.
 - Provides explicit technical information of requirements involving construction and development approval processes.
 - Ensures technical and informational assistance is readily available to the inspectors, the public, vendors and City personnel.
 - Evaluates project management policies, programs, and processes for effectiveness, accuracy, and efficiency.
 - Develop, implement and monitor project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures and ensuring sound fiscal control.
 - Maintains open communication with the public, vendors, City personnel for the dissemination of information. Maintain active communication with contractors, consultants, government agencies and the public for any engineering or construction issues.
 - Coordinates with the Florida Department of Transportation (FDOT) District 5, River to Sea Transportation Planning Organization (TPO), and local governments regarding transportation planning, funding and improvements. Prepares and submits applications for TPO/FDOT 5-year work program, transportation enhancement program and other TPO, state and federal grants.
 - Provides technical analysis on safety issues and on traffic studies.
 - Review project inspection reports and perform on-site inspections as necessary.
 - Provides technical information and interpretation to the public, developers, permitting agencies, consultants, contractors and other City staff.

- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Civil Engineering or related engineering field; supplemented by ten (10) years highly responsible technical experience in progressively responsible professional experience in the design, construction, inspection, or project management, engineering, building, site development design, and/or construction, or a closely related field; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Must be a Registered Professional Engineer within the State of Florida (or able to register as a P.E. in the State of Florida within one (1) year of start date of employment into position).
- Must possess and maintain a valid Florida Driver's License.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow complex written and oral instructions.
- Ability to effectively supervise and train a staff comprised of engaged in carrying out departmental functions.
- Knowledge of effective management/administration principles, e.g., budget development and administration; project programming, contract administration; management principles and techniques.
- Skill in design and development of project plans and specifications
- Ability to review and suggest changes, additions, and corrections in detailed construction, renovation, restoration, and maintenance plans and specifications.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and related materials.
- Ability to utilize personal computers, standard office equipment, and standard software applications, e.g., word processors, database software, spreadsheet applications
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers, and the public.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinances, statutes, and regulatory standards applicable to the work.

- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Working knowledge of transportation engineering and planning principles, practices and methods as applicable to traffic data collection and interpretation, traffic operations, plan design and plan preparation.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.