

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: SENIOR TRAFFIC ENGINEER

DEFINITION:

To plan, organize, direct and supervise the activities, programs, and operations of the Traffic Engineering Division of the Public Works Department including supervising and coordinating the department's transportation planning, traffic engineering, traffic safety for all modes of travel, traffic calming, private development review process related to traffic engineering, and responding to traffic requests and inquiries.

DISTINGUISHING CHARACTERISTICS:

The Senior Traffic Engineer has supervisory responsibility for the Traffic Engineering Division of the Public Works Department and performs the most complex professional traffic engineering work requiring a substantial level of professional traffic engineering training and experience. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative.

The Senior Traffic Engineer is distinguished from the Associate Civil Engineer in that the former is responsible for managing an engineering division.

The Senior Traffic Engineer is further distinguished from the Deputy Public Works Director - Engineering in that the latter is responsible for multiple divisions and has a greater level of responsibility and decision-making authority.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Deputy Public Works Director - Engineering.

Exercises direct supervision over professional and technical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, directs and supervises the activities, programs, and operations of the Traffic Engineering Division, including development review coordination, traffic planning, traffic safety, and traffic operations; participates in the development and implementation of goals, objectives, policies, and procedures; prepares and administers the budget for the Division.
- Supervises and coordinates the private development review process for the department related to traffic engineering and transportation planning and participates in the review of traffic studies, reports, plans and maps submitted by private engineers and developers for conformity with laws, ordinances, City imposed requirements, and accepted professional standards with the goal of protecting the health, safety and welfare of the community; interprets specifications and City policy and makes change orders.
- Supervises and participates in the design and preparation of plans and specifications for a wide variety of traffic, transportation and public works projects including traffic channelization, traffic signals, signs, other traffic control devices, traffic calming, pedestrian and bicycle safety along with parking lots and other public facilities; prepares and approves cost estimates and construction

EXHIBIT A

plans; administers contracts; researches project design requirements, checks computations and specified materials for accuracy and conformance with regulations.

- Directs and performs the investigation of complaints and field problems affecting the public, property owners, contractors, maintenance staff, and traffic operations; assigns the collection of data to technical personnel; may inspect project sites to assist in solution of difficult problems; initiates and processes traffic work orders.
- Participates in the selection and supervision of private professional engineers for the development of plans, specifications, studies and reports; supervises and prepares advanced traffic transportation planning studies and review recommendations regarding future traffic management and public infrastructure needs.
- Provides administrative and traffic engineering assistance to developers, contractors, consultants, other agencies, and the general public to resolve complaints and problems and ensure successful project completion; evaluates and makes recommendations regarding environmental documents, traffic studies and project traffic impacts on congestion, safety and operational feasibility.
- Trains professional and technical subordinates to perform assigned tasks; supervises and evaluates professional and technical subordinates using good management techniques to motivate employees to excel.

Develops revised design and construction standards for traffic, transportation, and other public facilities. Researches publications and industry information sources and attends conferences and continuing education courses to keep abreast of new developments and legislation in the field of traffic and public works engineering.

- Updates existing Departmental traffic engineering policies and makes recommendations for new Department policies.
- Plans and performs transportation activities, such as preparing and reviewing plan lines; grant applications for State and Federal funding; street improvement programs; freeway project studies; environmental impact reports; general plan transportation elements for streets, pedestrians and bicycles; developers' street fee obligations and assessments; and transportation system management programs.
- Identifies and implements programs, activities and projects to optimize the efficient use of available roadway capacity to reduce congestion and vehicle miles travelled and increase traffic safety for all modes of transportation including autos, trucks, buses, bicycles, pedestrians, etc.
- Represents the Department and provides professional presentations and expert advice to citizen groups, the Bicycle and Pedestrian Advisory Committee, the Planning Commission, the City Council, the Napa Valley Transportation Authority, the California Department of Transportation (Caltrans), and other local, State and regional agencies.
- Prepares written recommendations, correspondence and reports on assigned projects and programs; coordinates and manages neighborhood traffic studies with the Police Department, schools, Caltrans and other related entities.
- Maintains and utilizes advanced technology and state-of-the-art computer programs to evaluate and implement traffic safety, planning and operations improvement alternatives.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Traffic Engineering principles, practices and methods of planning design, and construction of traffic, transportation and public works projects;
- Traffic planning and operations techniques;
- Environmental report processes, including California Environmental Quality Act (CEQA);
- Land use laws and regulations;

EXHIBIT A

- Effective contract administration methods and procedures;
- Traffic, transportation and civil engineering as related to public works projects;
- Effective report writing requirements and techniques;
- Current applicable traffic and design manuals;
- Computers and computer modeling software;
- Principles and practices of effective supervision.

Ability to:

- Manage a variety of engineering and management functions, such as the preparation of traffic reports, plans and specifications;
- Coordinate and monitor the flow and processing of private development projects;
- Review of consultant designs, contract administration, and traffic engineering studies;
- Make complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities;
- Supervise others in the completion of projects;
- Make sound decisions regarding complex traffic issues;
- Utilize personal computers for traffic analysis, modeling, word processing, creating spreadsheets and other specialized functions;
- Analyze engineering data and prepare complete and comprehensive reports;
- Communicate effectively both orally and in writing.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major course work in Traffic, Transportation or Civil Engineering or a closely related field.

Five years of progressively responsible experience as a professional engineer in Traffic or Transportation Engineering, including supervisory responsibilities.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Registration as a Professional Traffic Engineer or Civil Engineer in the State of California with good standing is required.

Employment Type: Full-Time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: August 2001

Amended: TBD