

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Transportation Director

Department: Transportation

Pay Grade: 520

FLSA Status: Exempt

Job Code: T701

JOB SUMMARY

The purpose of this classification is to direct, develop, plan, and control the operations of the Transportation Department, to include the planning, design, operations and maintenance of the City of Roswell roadway network. This classification is responsible for formulating policies and procedures; developing and obtaining resources; directing operations through subordinate supervisors; assessing operations; and identifying current and projected transportation needs and developing plans to meet those needs. Under the general direction of the City Administrator, the Transportation Director has the ultimate responsibility for the delivery of transportation services for the City of Roswell.

ESSENTIAL JOB FUNCTIONS

- Manages personnel functions for the department; plans and oversees the work of subordinate managers who in turn supervise staff; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; prepares performance evaluations; investigates complaints against departmental personnel; ensures staff understands the impact and effect of responsibilities; ensures staff receives training and necessary resources to carry out duties effectively; prepares and/or reviews reports of employee injuries.
- Formulates implements and updates policies and procedures; plans, develops, and directs department operations; assesses effectiveness and implements changes as needed; develops strategic plan and departmental mission and vision.
- Ensures safe operations of the multi-modal transportation infrastructure for the movement of citizens and goods by strategizing, directing, developing, planning, and controlling the operations of the transportation department.

- Plans, directs, and oversees operations of the department, including road, large culvert, and bridge maintenance and operations; traffic operations and maintenance, traffic signals, traffic control signing, pavement markings, arterial and local street lighting, sidewalk and trail within public ROW and traffic engineering; and engineering functions relating to roadway improvements.
- Prepares, administers and defends the departmental budget and adjusts priorities as needed; identifies needs and obtains and allocates resources for the department; develops alternative funding proposals; manages impact fees and bond referendum funds for all roadway projects; ensures appropriate cost accounting for state and federally funded projects.
- Performs a variety of public relations duties including responding to questions from the media and public regarding transportation issues, procedures, and services; provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses; represents City at regional functions; and participates in interviews with the media as appropriate.
- Develops and implements strategic plans and long/short term goals/objectives (Short-Range and Long-Range Transportation Program); makes recommendations to Mayor and City Council for inclusion in Bond, TSPLOST and Capital Improvement Programs.
- Reviews recommendations for speed limit modification, special signage and exceptions to standard traffic operation practices.
- Oversees acquisition for rights-of-way for transportation projects including adherence to Federal procedures as applicable; negotiates with property owners; approves conditions of purchase as directed by Mayor and City Council.
- Directs development of criteria for and selection of outside services including surveyors, engineers, consultants and contractors for design and construction management services; negotiates contracts; reviews and evaluates consultant proposals, contracts, and specifications; resolves conflicts involving consultants/contractors; resolves construction design problems; makes recommendation to Mayor and City Council
- Oversees development and implementation of road and street maintenance programs, including pavement repairs, shoulder maintenance, street cleaning, and roadway landscape maintenance.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Conducts or attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events; provides information and makes presentations to City Council as needed.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisors, contractors, utility companies, employees, other departments, the public, and other individuals as needed to coordinate work activities,

review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

- Prepares and receives, various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, time cards, supply lists, or other documents; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Coordinates the department's response to city emergencies and inclement weather in cooperation with other emergency response agencies and personnel.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in civil engineering, transportation or a closely related field required, Master's degree preferred; ten (10) years of experience in engineering or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain Professional Engineer's license in the state of GA.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, county, state, and federal codes, ordinances and regulations pertaining to transportation planning, development and project implementation.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.