

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.

Deputy Director Transportation

Department: Transportation

Pay Grade: 519

FLSA Status: Exempt

Job Code: T703

JOB SUMMARY

The purpose of this classification is to assist with the direction of the planning, design, land development, and operations of the City of Roswell roadway and transportation network through the management and coordination of programming and planning activities, capital project development and policy formulation in support of community goals. Exercise broad oversight of the Planning, Design, Land Development, Street Maintenance and Construction, and Traffic Operations Department budget development, as well as day-to-day operations, personnel issues, and other duties as assigned of the Transportation Department.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Closely monitors transportation and community planning activities as a guide to development of policy and procedures; plans; assesses effectiveness and implements changes as needed; assists in developing strategic plan and departmental mission and vision. Helps foster good relations between staff in all Transportation divisions. Takes an active role in organizational management, including succession planning.
- Oversees all capital project development planning, design and contracting services, coordinates as needed with Community Development, Economic Development, budget staff and other City Departments as needed. Responsible for development of all capital budgeting for transportation projects, coordinating and scheduling varied funding sources and rules with project planning and design.

- Assists in preparing and administering the departmental budget; adjusts priorities as needed; identifies needs and obtains and allocates resources for the division; ensures appropriate cost accounting for state and federally funded projects.
- Coordinates daily work activities; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise; ensures effective and efficient operation of division, provides options based on sound engineering principles that are also in line with the City's goals and objectives.
- Facilitates coordination of engineering plans and studies with ARC, GRTA, GDOT and internal departments, committee and external organizations.
- Provides input into decisions regarding state roadways within City limits.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Responsible to ensure timely and accurate development plan review process. Ensure RDOT is represented at weekly Development Plan Review Team (DRPT) meeting hosted by Community Development Department. Personally attend weekly meetings and provide RDOT feedback. Ensure Traffic Engineer reviews and comment on all traffic studies. Ensures all RDOT comments are properly logged in current software. Be prepared to present information to Mayor and Council and at public meetings.
- Act as a key member of team helping Department obtain and then retain National Accreditation by the American Public Works Association (APWA). Acts as Accreditation Manager as needed. Prepares plans to meet all requirements and follow through on execution. Coordinates travel and logistics arrangements for professional site visits.
- Act as Public Right-of-way Permit Manager. Ensures a professional system is developed and executed. Ensures all permits are complete and signed by the appropriate staff officials.
- Prepares responses to open records requests, freedom of information requests, law suits, and other official response documents as required by the Office of the City Clerk or Legal Department.
- Plans and executes ceremonies, including ground breaking, ribbon cutting and other media events.
- Takes an active role in preparing for monthly committee meetings, city council meetings, work sessions, and other City business meetings. Presents any and all staff actions in a professional manner. Prepares graphical aids such as photographs, charts, metrics, talking points, etc.
- 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 updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- 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.
- Manages all aspects of capital project development for multiple projects, and trains subordinate staff on effective project management skills. Forwards information to Community Relations to keep public informed.

- Develops policies and procedures for project planning, design and engineering, and trains subordinate staff in their implementation.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items. Maintains purchasing card, spends budget on appropriate items, maintains budget.
- Communicates with supervisor, 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 in cooperation with other emergency response agencies and personnel. Be prepared to respond to emergencies at any time of the day or night, in all weather conditions. Be able to operate radios and direct resources. Act as member of Emergency Operations Center. Responds to emergencies as needed.
- Serves in a support role for the Director of Transportation, completing all tasks assigned; carries out the management of the department and attends all necessary meetings and functions in their absence.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Civil Engineering, transportation, or closely related field; Advanced degree in civil engineering, planning, business or public administration is preferred; six (6) years of progressive experience in engineering, road construction 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:

- Professional Engineers License in the state of Georgia is desirable.
- Professional Traffic Operations Engineer (PTOE) certification is desirable.
- 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 coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels, based on broad and varied information sources and analytical methods.
- 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 with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- 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 the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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.