

*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.*

## City Traffic Engineer

**Department:** Transportation

**Pay Grade:** 516

**FLSA Status:** Exempt

**Job Code:** T715

### JOB SUMMARY

The primary function of this position is to manage and perform top-level professional civil engineering work, providing management and solutions to complex problems that arise in the design, review, and construction of City infrastructure and related development projects. Relentlessly tackles capacity and safety problems. Applies technology, science, and human factors to planning, designing, operations, and managing the road network, terminals, and abutting lands to provide for the safe, efficient, and convenient movement of people, goods, and services. Responsibilities include analyzing geometric design, traffic accident analysis, traffic signage, pavement markings, traffic signalization, computer modeling, traffic safety, establishing detour routes, and other traffic engineering functions.

### ESSENTIAL JOB FUNCTIONS

- Analyze speed studies and travel time and delay studies capacity analysis to identify bottlenecks at congested intersections and corridors; accident analysis to identify high accident locations; warrant analysis for traffic control devices.
- Develops projects to reduce congestion and accidents and implement countermeasures to reduce accidents.
- Coordinates with the Engineering Design Manager to design and oversee the construction of projects to increase capacity and safety and provide for increased multi-modal use as well as connectivity. Provides traffic engineering input on City of Roswell design projects.
- Analyzes the roadway network to ensure that traffic flows as smoothly and efficiently as possible, seeking to minimize delay and to optimize safety.
- Spends time in the field investigating complaints, identifying capacity and safety problems.
- Analyzes intersection volume reports and studies for traffic signal and multi-way stop warrants evaluations and traffic control device recommendations.
- Develops, sketches, and determines traffic control plans and device requirements and examines their effectiveness through before and after studies. Implements new signal

timing and phasing to improve traffic flow. Directs the development of traffic simulation models.

- Sign permits, reports, correspondence, and all documents as a City Traffic Engineer.
- Provides project briefings and/or responds to requests for traffic control presentations, information or complaints from citizen groups, the Mayor and/or Council, and others as necessary.
- Remains current on project status and performs duties necessary to meet Department and City goals and objectives.
- Manages the analysis and publishes ranking annually of high accident location intersections and midblock locations based on traffic volume, accidents, and length of the roadway segment. Performs before and after studies to determine the effectiveness of countermeasures.
- Coordinates property acquisition requirements, assists in preparing and administering contracts, identifies and develops project specifications, and performs other duties as necessary for traffic-related and other projects as requested.
- Acts as a standing member of the Development Plan Review Team (DPRT). Takes the lead in reviewing traffic impact studies, coordinating rezoning requirements with the Community Development Department and developers, and presenting the Transportation Department's requirements to the Planning Commission and City Council.
- Attends meetings, develops plans and programs, remains current on all developments, and performs other duties as necessary to ensure efficient and effective provision of traffic engineering services by the City.
- Meets with neighborhood associations to discuss traffic calming initiatives. Coordinates the design, installation, and maintenance of traffic calming measures, which may include items such as speed humps, splitter islands, chicanes, roundabouts, or other appropriate measures.
- Review plans, specifications, and project developments to ensure compliance with applicable regulations.
- Gathers public input, prepares information on transportation issues, and responds to complaints and requests from residents.
- Regulates the number and spacing of driveways, median openings, and signals on behalf of the City and develops regulations for Council approval. Coordinates driveway and special event permits on state routes with Georgia DOT.
- Develop annual transportation goals and set and revise performance standards to measure success. Prepares information on transportation issues, responds to complaints and requests from residents, and seeks funding from regional, state, and federal sources.
- Assigns and provides peer review of various projects, programs, and work tasks assigned to subordinate engineers and technicians. Provides oversight and engineering recommendations regarding newly proposed traffic controls, safety measures, and crash countermeasures; prepares and reviews warrant studies for proposed traffic signals, pedestrian hybrid beacons, all-way stop control, and school speed zones.
- Manages contract procurement process for assigned division; prepares requests for proposal packages; selects or helps select on-call consultants; supervises work of contracted engineering firms or in-house engineering consultants.

- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations, and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession; reads professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Participates in review, policy, safety, and other committees; represents the department at public meetings and community events. Attends conferences, retreats and planning events.
- Communicate with the City Administrator, Mayor and City Council, employees, other departments, the public, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems; respond to requests for service or assistance.
- Receives and reviews various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, including word processing, spreadsheet, database, or other system software.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure the safety of employees and other individuals.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Manages and tracks transportation assets.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in civil engineering or a closely related field required; Master's degree in Civil Engineering preferred, specializing in transportation; eight (8) years of experience in traffic engineering or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Professional Engineer license required.
- Professional Traffic Operation Engineer (PTOE) certification is preferred.
- 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 the MUTCD, signal timing, capacity analysis, and high accident location analysis and signal design required. Must be able to operate capacity analysis and signal timing software.
- Knowledge of HCS+, Synchro, SimTraffic, CORSIM, VISSIM, PASSER-II, TRANSYT-7F, AutoCAD, MicroStation, InRoads, Actra, TACTICS, adaptive control systems, etc.
- Knowledge of City, county, state, and federal codes, ordinances, standards, and regulations pertaining to planning and designing transportation programs for roads, streets and rights-of-way. Must be able 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. This includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine the necessity for revising organizational components, and formulating operational strategy.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities. Must be able to make decisions, give direction, and follow through. A pleasant disposition is required.
- Ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations that involve more than giving and receiving instructions, such as interpreting assignments and instructions. Must be adaptable to performing under minimal stress when confronted with an emergency and a tight deadline.
- 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; and ability to calculate surface areas, volumes, weights, and measures, and plan quantities.
- Ability to write clearly and concisely, with the ability to write persuasively on deadline.
- 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 workstation. 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 with exposure to adverse environmental conditions, such as rain, temperature extremes, and traffic hazards.

**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.*