

CITY OF BURBANK

ASSISTANT PUBLIC WORKS DIRECTOR/TRAFFIC

DEFINITION

Subject to administrative determination of policy to plan, organize and direct the Traffic Division of the Public Works Department; and perform related work as required.

ESSENTIAL FUNCTIONS

Directs and implements goals, objectives, and policies; plans, assigns, coordinates, and directs traffic engineering and field activities for the promotion of safety and elimination of traffic congestion; plans and supervises the making of traffic studies to determine the need and justification for traffic control devices; recommends or approves traffic control for new developments, construction sites, and special events; prepares plans, specifications, and estimates of traffic control installation and makes recommendations on specific and relative needs; administers City-owned parking areas; determines or develops traffic signal control systems and timing plans; directs the issuance of various traffic-related permits; coordinates with other City departments on parking, traffic, and other related issues; determines nature of traffic markings and channelization needed; approves materials to be purchased for traffic engineering activities; advises and informs public on traffic control issues by answering inquiries and speaking before interested groups; analyzes traffic accident reports and investigates hazards; administers traffic related contracts and agreements; represents the department in traffic matters at meetings and consults with other departments, divisions, and agencies relative to the planning for street systems; oversees related capital projects and work program items; participates in the preparation and administration of the traffic division budget; coordinates traffic routing on City streets; drafts and recommends amendments and additions to traffic regulations; when requested, advises on private parking areas; reviews all street and intersection designs as to their safety and operating aspects; prepares complex staff reports and memoranda; oversees the acquisition and monitoring of grants/loans with outside agencies to finance City projects; effectively supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; presents and represents staff before the City Council and other boards, commissions, committees, community groups, and members of the public; serves as department liaison to boards, commissions, and committees as assigned; acts as the Public Works Director as directed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the principles and practices of traffic and transportation engineering and control; traffic laws and regulations; standard manuals and standards of the related to traffic, including the Manual of Uniform Traffic Control Devices, Caltrans Design Manual and Caltrans Standard Plans and Specification; traffic control devices; principles and practices of budgeting and cost control; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Skill in – preparing and interpreting specifications, plans, drawings, data and reports; field and office engineering methods; making accurate engineering computations; utilizing computers and a variety of computer software.
- Ability to – organize and conduct traffic surveys and analyze traffic problems; understand and accurately respond to technical traffic and transportation engineering questions; prepare comprehensive reports, specifications, grant applications, and correspondences; prepare and monitor contract documents; analyze and interpret documents and materials; maintain accurate records; make oral presentations; effectively plan, lay out, administer, and coordinate the work of office and field personnel; prepare, monitor, manage, and present budgets and comprehensive reports; coordinate, supervise, and evaluate the work of others; communicate effectively both orally and in

writing; practice sound personnel management and supervision; motivate and guide employees; establish and maintain effective working relationships with City Officials, supervisors, fellow employees, bargaining groups, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a B.S. degree from an accredited college or university with major work in civil, traffic, or transportation engineering or a closely related field, and eight years of professional engineering experience, of which four years are in a supervisory or administrative traffic engineering capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent and registration in the State of California as a Professional Civil or Traffic Engineer are required at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

Special Conditions & Requirements: Possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: walk on uneven work surfaces; remain in a stationary position for extended periods of time; review documents both on paper and on a computer monitor, and make field observations.

SUPPLEMENTAL INFORMATION

None.