

CITY OF BURBANK

PRINCIPAL ENGINEER/TRAFFIC

DEFINITION

Under general direction, to supervise and direct the activities of an engineering section and perform traffic engineering; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, supervises and coordinates field and office traffic engineering activities, including the preparation and review or approval of designs, plans, maps, reports, specifications, and cost estimates for traffic-system-related projects; confers on interdepartmental traffic related projects with other departments, governmental agencies, and private organizations; performs, directs, and oversees analyses and computations of traffic impacts from development projects; oversees the development and preparation of reports on traffic engineering matters including, but not limited to, accident analyses, traffic volume, speed studies, and pedestrian and bicycle studies; reviews and evaluates traffic and parking studies; reviews and recommends modifications and alternatives to contract documents and change orders; manages the design, construction, operation, and contractual requirements of various traffic system projects including, but not limited to, traffic signals, communications systems, traffic signs, and pavement markings; coordinates and communicates with various sections and departments on projects and programs; presents and represents staff before the City Council and other boards, commissions, committees, community groups, and members of the public; directs the issuance of various traffic-related permits; prepares plans, specifications, and estimates of traffic control installation and makes recommendations on specific and relative needs; reviews construction costs; directs research and prepares a variety of studies and reports; directs the preparation of work schedules; recommends amendments and additions to traffic regulations; prepares complex staff reports and memoranda regarding traffic related issues and projects; assists in budget preparation and expenditure control; secures grants/loans with outside agencies to finance City projects; assists with overseeing related capital projects and work program items; acts for supervisor in his/her absence; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of traffic and transportation engineering; traffic laws and regulations; standard manuals and standards related to traffic, including the Manual of Uniform Traffic Control Devices, Caltrans Design Manual, and Caltrans Standard Plans and Specifications; 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 and reviewing and correcting the work of others; utilizing computers, computer aided drafting and design software, and a variety of other computer software.

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- 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; coordinate and manage projects and project budgets; accept assignments, and plan, layout, direct, supervise, and evaluate the work of others; analyze and interpret documents and materials; prepare clear, comprehensive, and complex reports and recommendations; maintain accurate records; develop, implement, and manage long-range projects and programs; communicate effectively both orally and in writing; make oral presentations; work independently with minimal supervision and direction; practice sound personnel management and supervision; motivate and guide employees; establish and maintain effective working relationships with supervisors, fellow employees, 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 course work in civil, traffic, or transportation engineering or a closely related field, and six years of professional engineering experience, of which four years are in the field of traffic engineering design, planning, and operations.

License & Certificate: A valid California Class "C" driver's license or equivalent and registration in the State of California as a Professional Civil or Traffic Engineer which must be obtained through the educational option that requires a Bachelor's Degree in a related field. 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.