

**MAJOR FUNCTION**

This is responsible professional, technical, and supervisory work assisting the Manager - Traffic Engineering in directing the studies and operations section of the Traffic Engineering Section. Work involves oversight of and the responsibility for, the Maintenance of Traffic program and permitting, the design and implementation of traffic signs, pavement markings and other related traffic control devices. Work also entails the design, review, and approval of traffic studies, activities, and plans affecting traffic safety. An incumbent is expected to exercise significant independent judgment and initiative in the performance of assigned duties. Work is performed under the general direction of the Manager - Traffic Engineering and is reviewed through conferences, reports, and other observed results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Designs, reviews, and approves plans and specifications for traffic signs and pavement marking installation projects. Develops, reviews, and recommends for approval Transportation System Management (TSM) projects. Responsible for all aspects of the City's Maintenance of Traffic (MOT) permitting program. Examines TSM projects and other traffic related municipal improvements for conformance to City, state, and National Uniform Traffic Control Device Standards. Designs, reviews, and approves MOT plans associated with all projects utilizing City streets. Plans, schedules, and coordinates the activities of staff relating to MOT permitting, signs, and pavement markings. Recommends traffic flow and street improvements identified through traffic engineering studies, observations, and citizen inquiries. Develops specifications and cost estimates. Prepares policies, ordinances, and technical reports for consideration and approval by the Manager – Traffic Engineering. Works with the Florida Department of Transportation in reviewing plans, testing equipment, and implementing improvements to the state and federal highway system inside the City's boundaries. Recommends the selection, transfer, promotion, grievance resolution, discipline, or discharge of subordinate personnel. Conducts performance evaluation and recommends approval or disapproval of merit increases. Performs related work as required. This position is considered an emergency essential position.

**Other Important Duties**

Performs and supervises traffic studies to ensure public safety. Provides assistance to interested parties regarding traffic engineering control, operations, site plans, and safety. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of traffic engineering as applied to municipal public works and roadway/transportation systems. Considerable knowledge of the Manual of Uniform Traffic Control Devices and the American Association of State Highway and Transportation Officials' Standards. Considerable knowledge of modern techniques, methods, procedures, principals and practices of the organization and management of a city traffic engineering operation. Knowledge of current developments and literature in the field of traffic engineering. Knowledge of computers, computer systems, computer hardware and software. Ability to apply computers in traffic engineering problem solving, evaluation of alternative designs, cost estimating and related functions. Ability to plan and implement projects and prepare related designs, cost estimates and specifications. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, both orally and in writing. Ability to plan, organize, direct, and train subordinates in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering, or a related field and four years of technical and professional responsible experience in traffic engineering; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment. Must become Advanced Maintenance of Traffic Certified within 12 months of employment and maintain certification. Must possess registration as a licensed professional engineer at the time of application. Incumbent must attain a registration as a licensed professional engineer in the State of Florida within one year from date of employment.

Established: 02-28-96  
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07-13-09\*  
10-02-23