

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: TRAFFIC ENGINEER
DEPARTMENT: TRANSPORTATION
REPORTS TO: SENIOR CIVIL ENGINEER

CLASS CODE: 2006
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises and performs complex engineering functions, including: performing traffic studies and surveys; reviewing accident reports for safety issues; and determining signing and marking needs.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Researches records, gathers information and writes traffic studies evaluating the need for traffic controls; prepares associated ordinances and resolutions; and evaluates plans and specifications for traffic related matters.

Performs review of signing and markings on roads, prepares reports and recommends changes.

Performs and/or directs radar speed surveys and traffic volume counts.

Reviews accident reports for safety issues; investigates fatal accidents; plots and files information; and makes recommendations.

Investigates claims against the County resulting from accidents and testifies in court.

Determines signing needs following new construction of roads.

Estimates right-of-way work and estimated costs related to storm damage and other emergencies.

Serves as resident engineer on traffic related matters.

Represents the department at interagency and public meetings.

Formats, types letters, memos, requests, notices, deeds, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; and processes routine and non-routine matters independently.

Assists the public by answering questions related to job functions and resolving problems.

Interprets state and local laws related to traffic and other engineering functions.

Attends meetings and training applicable to the work.

Advises and confers with representatives of other departments concerning procedures and policies.

Reports administrative and/or operational problems to supervisor.

Enters and retrieves a variety of complex information into a computer terminal.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Digital Odometer	Traffic Counters
Radar Gun	Vehicle	Ball Bank Gauge	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited four-year college or university in Civil Engineering or related field; and

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Engineer In Training

Valid California Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable codes, laws, ordinances, regulations and legal forms and procedures.

Basic engineering principles and practices.

Methods, practices and procedures used in traffic engineering.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques used in searching for and compiling information using a variety of sources.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Organizing work, setting priorities and meeting critical deadlines.

Calibrating equipment.

Typing from rough draft or printed text using a word processor or typewriter.

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, maps, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to analyze, interpret and verify information, including blue prints and building plans.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables.

While performing the essential functions of this job the employee is regularly required to sit, use hands to reach, finger, handle, or feel, and speak and hear; ascend or descend ladders, stairs, ramps, and the like, using feet and legs or hands and arms; bend legs and body; use color, sound and shape perception and discrimination; and maintain body equilibrium to prevent falling when walking or standing on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. When performing field work, the employee is exposed to outside atmospheric conditions, bites and stings and possible bodily injury from moving mechanical parts of equipment, tools, or machinery; from falling from high, exposed places; or from traffic collision while working in the roadway.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.