



<b>CLASSIFICATION TITLE:</b> Traffic Engineer	<b>JOB NUMBER:</b> 7134	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Transportation & Development Manager	<b>PAY GRADE:</b> 24	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs intermediate skilled technical work planning, designing and researching traffic and transportation studies and projects, and related work as apparent or assigned. Work is performed under the general direction of the Transportation and Development Manager ("supervisor").

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Provides traffic engineering, coordination, management and/or support for the planning, design, construction and maintenance of in-house and consultant-designed transportation projects; performs long-range planning.
- Monitors and maintains operation of traffic signal system including developing signal timing plans, corridor coordination plans, and responding to citizen complaints.
- Develops, recommends and implements intersection and signal system timings and plans, use of appropriate traffic control devices, and detour patterns for construction projects.
- Performs traffic studies and analysis for determining intersection level of service, including crash analysis, turning movements, pedestrian activity, etc.; reviews traffic studies from consultants and developers.

- Confer with City officials, contractors, consulting engineers and the general public regarding traffic/transportation engineering issues and projects; assist, advise and direct the general public on construction practices and code requirements.
- Systematically reviews accident records; performs and reviews studies for changes in traffic control devices.
- Review complex engineering plans and drawings for construction projects within the City for signing, striping and other traffic related issues to ensure compliance with City ordinances and policies; approve plans or indicate deficiencies with corrective action guidelines; make complex calculations involving assigned traffic engineering specialty; review calculations and designs of others to assure conformance with City engineering standards.
- Communicate with citizens on a variety of issues; respond to complaints or questions and attempt to resolve or direct individuals to the appropriate staff to achieve a speedy resolution.
- Develop and propose new City specifications and ordinances and changes to standard details; read and remain current on State and Federal specifications and regulations to perform field and office engineering duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- The principles and techniques of traffic operational studies and investigations, and a complete understanding of the application of the MUTCD, traffic surveys, road design, capacity analysis, level of service analysis, traffic control device studies and crash data collection and analysis.
- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Advanced principles, practices, methods and techniques of traffic/transportation engineering related to Public Works projects.
- Technical specialty within traffic/transportation engineering discipline appropriate to assignment.
- Modern engineering methods as applied to the design, project management and construction of public works, public utilities, transportation and general construction.
- City organization, operations, policies and objectives.
- Principles of work direction and guidance of other technical personnel.
- Research methods and report writing techniques.
- CAD equipment, traffic analysis, and signal timing software.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty.

**Skills and abilities to:**

- Interpret, apply and explain codes, rules, regulations, policies and procedures.
- Plan, monitor and control the design and conduct of complex traffic engineering studies and projects.
- Plan, design, evaluate transportation engineering projects to ensure objectives and codes are followed.
- Evaluate, select, configure, deploy and monitor complex traffic control devices and equipment, including traffic signal control hardware and software systems.
- Prepare State and Federal grant applications and construction contracts and conduct presentations for obtaining construction funds.
- Coordinate and direct outside engineering consultants and firms.
- Inspect work in progress and upon completion to assure performance complies with contracts and City, State and Federal specifications and regulations.
- Perform difficult and complex engineering mathematical computations.
- Make verbal presentations and lead technical meetings.
- Maintain records and prepare comprehensive reports.
- Observe legal and defensive driving practices
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

- Obtain Washington State Professional Engineer's License within six (6) months of hire and maintain throughout employment.
- Valid driver's license.

## EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in civil or traffic engineering, or related field and three (3) years of experience in traffic or transportation engineering design, or equivalent combination of education and experience.

## COMPETENCIES

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

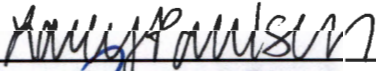

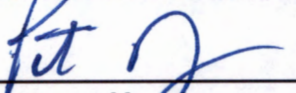
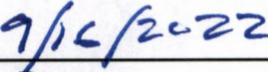

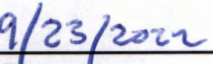
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date