



<b>CLASSIFICATION TITLE:</b> Transportation Manager	<b>JOB NUMBER:</b> 7176	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Public Works Director	<b>PAY GRADE:</b> 27	<b>FLSA STATUS:</b> Exempt "At Will"

## GENERAL SUMMARY

Performs complex administrative and engineering work planning, organizing and coordinating operations, activities, staff and resources associated with assigned divisions, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director (supervisor). Divisional supervision is exercised over assigned personnel.

## 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 management oversight of the Street Maintenance Division including supervising the Streets Maintenance Supervisor, evaluating the techniques, programs, tasks, personnel needs, equipment needs, budget preparation, and implementation.
- Leads long-range transportation planning activities including six-year Transportation Improvement Program and participates in regional transportation planning with other agencies staff.
- Identifies and develops funding strategies and applications for transportation capital projects; administers State and Federal grant agreements.
- Prepares projects and program budgets for capital programs; prepares annual recommended operating budgets for engineering functional groups, the Street

Maintenance Division, and other City operating divisions as assigned; monitors, approves, and controls expenditures and ensures fiscal responsibility and cost consciousness; reviews State and inter-departmental billing for completed construction.

- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates, and arranges for appropriate training of subordinates; documents corrective action and applies City policy as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment, and promotions according to established guidelines.
- Communicates with citizens on a variety of issues; responds to complaints or questions and attempts to resolve or direct the individual to the appropriate personnel to achieve a timely resolution.
- Develops and gives presentations to City Council and other public groups as required; prepares a variety of contracts and technical reports.
- Investigates design and engineering alternatives to determine feasibility; prepares cost estimates and presents written and oral recommendations.; directs and manages projects such as right-of-way acquisition, planning studies, plan reviews, and design questions.
- Utilizes staff from within the City or outside consultants as necessary; develops timelines, specifications, cost estimates, and project objectives; monitors progress and provides periodic reports regarding assigned projects.

## **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:**

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Federal and State regulatory agencies, procedures, jurisdictions and requirements.
- Advanced principles, practices, methods and techniques of civil engineering design, construction and maintenance, particularly in relation to transportation systems.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Transportation-related engineering and general civil engineering principles and practices.
- Policies and objectives of assigned programs and activities.

- Health and safety regulations.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Public speaking techniques.

**Skills and abilities to:**

- Learn, read, interpret and apply and explain rules, regulations, policies and procedures.
- Train, supervise and evaluate assigned staff.
- Plan, monitor and control the design and conduct of complex and large-scale public works programs, services and projects.
- Design, analyze and review plans, estimates and contracts within the department.
- Make sound, independent decisions within established policy and procedural guidelines.
- Analyze situations accurately and adopt effective course of action.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices.
- Follow health and safety regulations.
- 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, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Operate modern office equipment including personal computer using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

- Washington State Professional Engineer's License upon hire and maintain throughout employment. Out of State applicants must have the ability to obtain within six (6) months of hire date.
- Valid driver's license.

## EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in civil engineering or related field, and six (6) or more years of experience in engineering design, including two (2) years in a supervisory role, or equivalent combination of education and experience.

## COMPETENCIES

### Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### 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



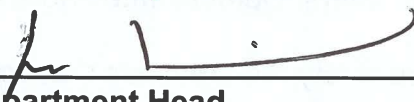
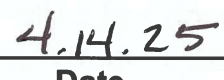

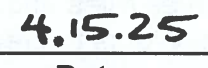
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of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

This work requires 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, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking 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, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions; 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