

CITY OF MILPITAS  
Effective: June 1985  
Revision: Sept. 2003, July 2009  
EEOC: Professional  
FLSA: Exempt  
Unit: Mid-Mgmt/  
Confidential  
Physical: 1

## **TRAFFIC ENGINEER**

### DEFINITION

To plan, direct, manage and participate in the activities of the traffic engineering section; to provide professional and technical staff assistance relative to transportation issues and activities.;

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director/City Engineer or Assistant City Engineer in either permanent or acting classifications.

Exercises general supervision over professional, technical and field personnel.

### EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following;

Plan, direct, manage, and participate in the activities of the traffic engineering section.

Assist in the development and implementation of goals, objective, policies and priorities for traffic engineering.

Supervise the engineering design unit.

Plan, supervise, and carry to completion comprehensive city-wide programs to promote the safe, orderly and efficient movement of traffic.

Identify and illustrate traffic problems, identifying and recommending appropriate solutions.

Evaluate and initiate appropriate action on traffic suggestions and complaints.

Review and maintain existing traffic control signs and signals.

Coordinate traffic planning and design with engineering design and Public Works Department personnel and consulting engineers.

Review plans for new roads and access to major developments and subdivisions and recommend changes to improve traffic flow and parking.

Design channelization and placing of signs and signals; oversee maintenance of traffic signal inventory.

Plan for traffic safety, parking and street lighting.

Establish the maintenance of traffic control device inventories, accident data, and other necessary traffic records.

Establish and supervise maintenance of inventories, files and necessary records.

Prepare and oversee the preparation of appropriate reports and studies.

Conduct and oversee the conduct of relevant surveys involving traffic flow, traffic volume, road capacity, circulation patterns and similar traffic related matters.

Represent the City at meetings with outside agencies and organizations.

Provide management information and reports as required for local, state and federal agencies.

Supervise, train and evaluate professional, technical and field staff.

Review and sign traffic engineering drawings, specifications, traffic studies and reports.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Principles and practices of transportation planning, traffic engineering including design features.

Pertinent regulatory codes and ordinances.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal traffic engineering projects.

Recent developments, current literature, and sources of information regarding traffic engineering.

Principles and practices of modern office management.

Principles of organization, administration, budget and personnel management.

Ability to:

Apply traffic engineering knowledge to specific technical problems.

Review and analyze various planning and development proposals, and identify potential areas of conflict relative to the City's traffic and related needs.

Design systems for the safe movement of traffic.

Prepare clear and comprehensive reports.

Establish and maintain effective work relationships with City staff, engineers, consultants, contractors and general public.

Deal tactfully and effectively with the general public, civic and community groups and public officials.

Communicate effectively, orally and in writing.

Supervise, train, and evaluate professional and technical staff.

Provide written reports and oral reports to the City Council, Planning Commission and other Council committees.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible traffic engineering and/or transportation planning experience including some supervisory responsibilities.

Education:

Bachelor's of Science degree from an accredited college or university with major course work in traffic engineering or transportation planning.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain and maintain an appropriate, valid California driver's license.

Registration as a professional Traffic Engineer in the State of California.

SPECIAL REQUIREMENTS:

***Essential duties require the following physical abilities and work environment.***

Work is performed in an office environment, as well as outdoor environment during all weather conditions, such as providing field observations of traffic, road and intersection conditions and operations. Duties and typical tasks also include performing site visits to construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat and roadway construction zone is essential.

Approved by:

\_\_\_\_\_  
City Manager

Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources Director

Date \_\_\_\_\_