

Title: Manager of Traffic Operations
PG: 65
Status: Civil Service
Position Reports to: Director of Public Works
Department: Public Works

Class Code: 2104
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible managerial and administrative position directing the operations and activities of the parking system and traffic divisions. Work involves planning, organizing and directing the construction, operation and maintenance activities of the Traffic Operations Division. Work also includes the performance of traffic engineering studies and programs for the safe and efficient movement of traffic. The employee exercises considerable initiative and judgment in the daily performance of duties. Supervision over a staff of professional and technical personnel and decision making on technical engineering work is a major part of this position.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs the operational activities of the division through assignments to division personnel.
2. Confers and corresponds with County and State transportation officials regarding problems of mutual interest and concern.
3. Coordinates assigned functions and activities of the division with other departments, divisions, agencies, developers, consultants and the public.
4. Conducts and attends meetings relating to departmental activities, assists in establishing priorities for the division and interprets and explains policies to division employees and the public.
5. Prepares and administers the division budget and assists in the preparation of the capital improvement programs.
6. Communicates and meets with the public; investigates and evaluates requests or complaints relating to traffic operations, parking, and safety and implements corrective measures.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the principles and practices of Traffic Engineering.
2. Thorough knowledge of State and Federal Standards for installation, operation and maintenance of traffic control devices and systems.
3. Knowledge of the application of computer programs to traffic engineering procedures, and the ability to read and interpret detailed engineering plans and specifications.
4. Ability to organize and coordinate tasks with other divisions and departments.
5. Ability to delegate responsibility and authority effectively and to schedule work on a short term and long term basis.
6. Ability to establish and maintain an effective working relationship with co-workers, other city employees and the general public.
7. Ability to express ideas and to communicate technical information clearly and concisely verbally and in writing.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in civil engineering and major course work in transportation/traffic engineering.
2. Five (5) years of experience in traffic engineering including three (3) years in a supervisory or management capacity.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Registration as a Professional Engineer (P.E.) in the State of Florida under Florida Statutes Chapter 471 within 6 months of employment within this classification.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.