



# City of Council Bluffs

## Traffic Engineer

**Department:** Public Works

**Supervisor:** Operations Manager

**Location:** Operations

**FLSA Status:** Exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** June 2022

**Union:** Non-Union

**Pay Grade:** 28

**Pay:** \$87,099.09 - \$111,163.29

The City of Council Bluffs is an Equal Opportunity Employer.

**Summary:** This is a highly responsible supervisory and administrative position. The employee in this class is responsible for analyzing and addressing traffic related concerns, problems, and impacts; and manages the City's traffic signals, signs, pavement marking and parking meters.

### **Essential Duties and Responsibilities:**

- Oversees the activities of the Traffic Division:
  - Conducts reviews of traffic signal designs, speed studies, sign requests, roadside safety issues, and traffic impact analysis for new developments
  - Coordinates division activities and manpower for the repair and maintenance of City traffic signals, signs, parking meters and pavement markings in accordance with current traffic safety standards
  - Supports the Traffic Maintenance Supervisor and provides input for maintenance practices, policies, and procedures to meet goals of the division
  - Provides advice and recommendations to the Operations Manager
  - Reviews procedures to assure state, federal, and local requirements are met
  - Plans, directs, coordinates, supervises, and reviews the collection, tabulation, and analysis of traffic information pertaining to traffic congestion, hazards, and parking conditions
  - Oversees and conducts traffic studies and field investigations based upon staff or citizen requests and prepares reports, correspondence, and communication
  - Participates in long and short range planning and design of transportation, traffic, and pedestrian improvements
  - Coordinates the engineering design of traffic signal systems; adaptive signal controls; and street signs and markings
  - Confers with other City officials and public agency representatives, including federal and state groups, regarding transportation planning and traffic engineering activities
  - Reviews consultant traffic control plans and specifications

- Prepares detailed reports and exhibits relating to traffic engineering activities
- Maintains appropriate records:
  - Assures division compliance with City reporting procedures (forms, etc.)
  - Reviews records of the maintenance activities of the division
  - Maintains records associated with complaints received about traffic concerns
- Assists in administering the activities of the Public Works Department:
  - Provides recommendations (written reports when appropriate) in his/her area of authority and expertise
  - Serves as an active member of departmental and City-wide management staff teams created to deal with specific problem issues
  - Coordinates division activities with other divisions and departments of the City
- Handles public complaints and inquiries on an individual basis
- Prepares division's annual budget proposal and administers division's budget
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

Directly supervises the Traffic Maintenance Supervisor and assists with management of employees within the Traffic Maintenance Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's Degree in Civil Engineering, Transportation Engineering, Traffic Engineering, Electrical Engineering, or related field
- Two (2) years of professional engineering work experience including traffic engineering program development and management
- Two (2) years of supervisory experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

**Certificates, Licenses, Registrations:**

- Valid Driver's License
- Certification as an Engineer Intern in the Civil Branch as granted by the State of Iowa within six (6) months of hire
- Registration as Professional Engineer, preferred
- Certification as a Professional Traffic Operations Engineer (PTOE), preferred

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to fifty (50) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, and in heavy traffic.

**Other Skills and Abilities:**

- Thorough knowledge of the placement, installation, and maintenance of traffic control devices including but not limited to the following areas: traffic signals; signal controllers; vehicle detection systems; and traffic sign placement
- Thorough and comprehensive knowledge of the Manual on Uniform Traffic Control Devices
- Knowledge in electronics, fiber optic communication, and computer software and hardware