



City of Sacramento
Engineering Manager (Traffic Engineering Manager)

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|---------------------|---|---------------------|----------------------------|
| SALARY | \$67.12 - \$94.45 Hourly \$5,369.86 - \$7,555.93 Biweekly \$11,634.69 - \$16,371.17 Monthly \$139,616.24 - \$196,454.08 Annually | LOCATION | Sacramento, CA |
| JOB TYPE | Full-Time Career | JOB NUMBER | 001884-24-PW |
| DEPARTMENT | Public Works | DIVISION | Traffic Engineering |
| OPENING DATE | 10/11/2024 | CLOSING DATE | 11/1/2024 11:59 PM Pacific |

THE POSITION

With supervisor approval, incumbents may be eligible for intermittent remote work; however, they must physically reside within the Sacramento region or have the ability to regularly report to a City of Sacramento physical worksite with little notice.

This position is responsible for leading the Transportation Division in the Public Works Department with 65 positions. The Transportation Division is responsible for the maintenance and operations of traffic signals, traffic control devices, streetlights, managing streets and active transportation design and regulations, conducting traffic studies and investigations, and reviewing transportation aspects of proposed private development. This position serves as the City's official Traffic Engineer (Traffic Engineering Manager).

IDEAL CANDIDATE STATEMENT

The ideal candidate will have experience supervising a technical staff and will be knowledgeable about relevant design codes and standards such as the Manual of Uniform Traffic Control Devices, Caltrans Highway Design Manual, and AASHTO Green Book. Experience with private development review and preparing and interpreting traffic studies is highly desirable. They should have experience with traffic operations and traffic signal operations pertaining to active transportation and transit, as well as vehicular operations. The ideal candidate should be familiar with the Vision Zero philosophy, Intelligent Transportation Systems, and Acumen. They should have the ability to collaborate with appointed and elected commissions and councils, outside agencies, and neighborhood associations to address traffic related issues.

Under general administrative direction, the Engineering Manager plans, assigns, directs, and reviews the activities of an Engineering Division of a City department including planning, design and construction of capital projects; reviews and approves infrastructure for new developments; provides technical expertise and direction; develops division policies, procedures goals and objectives; plans, reviews, and monitors budgets.

DISTINGUISHING CHARACTERISTICS

This multiple-incumbent classification is responsible for the planning, prioritization, funding, designing, constructing and inspecting capital projects for various City operations. Duties are primarily administrative/managerial in nature, and the incumbent performs work involving significant authority over various day-to-day operations within the assigned Engineering Division. The incumbent interfaces frequently with public officials, State/Federal/local agencies, other public/private organizations, and the general public. This classification is distinguished from the lower classification of Principal Engineer in that the latter manages a unit within an Engineering Division, while the Engineering Manager has overall administrative oversight for an Engineering Division, and may assume responsibility for the department in the absence of the Director. The Engineering Manager is distinguished from the department Director in that the latter assumes responsibility for the entire Department.

SUPERVISION RECEIVED AND EXERCISED

Minimal direction is provided by the Department Head. Responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements goals, objectives, policies, and priorities for the Division; assists the department Director in long term planning issues; supervises and participates in the preparation and administration of the Division budget; plans, organizes, and directs all Division functions.
- Directs public outreach and informational efforts; represents the Department at a variety of meetings; assists the Director in explaining and interpreting division and departmental policies, problems, and proposals to City officials, other agencies, and the general public; and coordinates activities with other City departments, divisions, and sections, and with outside agencies.
- Selects, supervises, trains, and evaluates supervisory, professional and technical subordinates; directs, coordinates, and reviews the work of subordinates through the supervising engineers; confers with subordinates regarding project priorities and progress.
- Reviews proposed and new legislation and determines impact to Division activities; keeps informed of changing laws, rules, regulations as related to the Division; ensures compliance with all Federal, State, and local rules and regulations and ensures compliance with applicable codes, design and construction standards.
- Supervises, and participates in the preparation of capital improvement programs and budgets; supervises the development of plans and estimates for construction and major repair of public works, transportation, public facilities and/or utilities systems; reviews and signs engineering drawings, work orders, and purchase orders; participates in the selection and management of contractors and consultants; supervises, and participates in the preparation of special engineering studies and reports.
- Serves as staff to a variety of City commissions, boards, and committees on public works, transportation, public facilities and utilities engineering matters; prepares and presents agenda items to the City Council.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works, transportation, public facilities and/or utilities engineering.
- Methods and techniques used in the design and construction of a wide variety of public infrastructure projects.
- Modern developments, current literature, and sources of information related to engineering public projects.
- Applicable Federal and State laws and regulations.

- Applicable laws and regulatory codes related to development and construction.
- Principles and practices of organization, administration, budget, and personnel management.

Skill in:

- Use of computers, computer applications and software.
- Public speaking.

Ability to:

- Manage large, complex construction and engineering projects.
- Prepare, implement, and monitor capital budgets.
- Plan, direct, and coordinate major public infrastructure engineering projects.
- Establish and maintain effective working relationships with public officials/manager, public and private agencies, the general public, and community groups on a variety of issues.
- Communicate effectively, verbally and in writing.
- Supervise the preparation of specifications, cost estimates, work schedules, plans, maps, and reports.
- Make complex engineering computations and check, design, and supervise the construction of a wide variety of public and private facilities.
- Develop and implement broad based interdisciplinary policies.
- Supervise, train, and evaluate supervisory, professional, and technical subordinates.

EXPERIENCE AND EDUCATION

Experience:

Seven years of progressively responsible experience performing professional engineering work in the public works, transportation, public facilities and/or utilities field, including five years of progressively responsible supervisory and administrative experience and substantial capital project management experience.

-AND-

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

PROOF OF EDUCATION

Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

LICENSE OR CERTIFICATE

Possession of a valid Certificate of Registration as a Professional Engineer in the State of California.

Licensure as a Traffic Engineer in the State of California is required for the Traffic Engineering Manager assignment.

PROOF OF LICENSE OR CERTIFICATION

Proof of the required certificate and/or license should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](https://www.governmentjobs.com) applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment**.
- Proof of certification and/or license should be submitted online with your application. Proof of certification and/or license **will be required at time of appointment**.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee for further advancement in the selection process.

3. Screening Committee: (Pass/Fail) - All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

4. Interview Process: Human Resources will forward applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass Live Scan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <https://www.cityofsacramento.gov/HR/employment>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

Agency

City of Sacramento

Address

915 I Street
Historic City Hall
Sacramento, California, 95814-2604

Phone

(916) 808-5726

Website

<http://portal.cityofsacramento.org/HR>

Engineering Manager (Traffic Engineering Manager) Supplemental Questionnaire

*QUESTION 1

APPLICATION: I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions:**

<https://www.cityofsacramento.gov/HR/employment>

Yes

*QUESTION 2

PROOF OF EDUCATION: I understand proof of education, such as, but not limited to, university/college transcripts and degrees should be submitted with my application and will be required at the time of appointment. Please refer to the City of Sacramento's Proof of Education Requirements (<https://www.cityofsacramento.gov/HR/employment>) for information on accepted documentation.

Yes

***QUESTION 3**

EDUCATION CONFIRMATION: I attest I possess or will possess a Bachelor's degree from an accredited college or university with major coursework in civil engineering by time of appointment if I am selected for the position.

Yes

No

***QUESTION 4**

PROOF OF CERTIFICATION: I understand proof of certification, should be submitted with my application and will be required at the time of appointment.

Yes

***QUESTION 5**

CERTIFICATION CONFIRMATION: I attest I possess or will possess a valid Certificate of Registration as a Professional Engineer in the State of California by time of appointment if I am selected for this position.

Yes

No

***QUESTION 6**

PROFESSIONAL ENGINEER: Please enter your Professional Engineer Registration number below. (If you are not registered as a Professional Engineer please enter "N/A".)

***QUESTION 7**

PROOF OF LICENSE: I understand proof of possession of a license, should be submitted with my application and will be required at the time of appointment.

Yes

***QUESTION 8**

LICENSE CONFIRMATION: I attest I possess or will possess, Licensure as a Traffic Engineer in the State of California by the time of appointment if I am selected for this position.

Yes

No

***QUESTION 9**

SUPPLEMENTAL QUESTIONNAIRE: The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. I understand and agree to the above instructions.

Yes

***QUESTION 10**

Describe your experience or knowledge developing initiatives, projects, and/or programs related to Vision Zero and/or similar traffic safety programs.

***QUESTION 11**

Describe your experience managing and leading a division of diverse employees, from field workers to office engineers.

***QUESTION 12**

Describe your experience in community engagement and coordination with elected and appointed officials.

* Required Question