



## JOB DESCRIPTION

### Traffic Engineering Specialist

**Date Prepared:** August, 2014

**SUMMARY:** Under general supervision, provides the design, construction, and operation of the City's traffic systems, including traffic signals, signage, and striping. Work responsibilities extend to investigating field complains and recommending solutions.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Design and manage traffic signal projects and related improvement projects including lighting, electrical, communication, and minor street improvements.
- Perform traffic signal, signing, striping plan checks, and inspections.
- Develop and maintain traffic signal system timing and coordination.
- Coordinate and cooperate with City signal, signing, and striping maintenance and operation personnel with work orders and maintenance activities.
- Perform temporary traffic control plan checks and approvals.
- Coordinate traffic counts and the Speed Zone Survey Program.
- Perform traffic studies, as necessary.
- Perform technical traffic duties, as assigned.
- Respond to questions and inquiries regarding a wide range of traffic engineering topics and issues; record requests and prepares work orders and other documents as appropriate.
- Maintain confidentiality of work-related issues and City information.;

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

Associate degree in Civil Engineering or a closely related field from an accredited college or university; AND three years technical municipal traffic engineering experience; OR an equivalent combination of education, training, and experience. An additional two years of technical municipal traffic engineering experience may be substituted for an Associate degree in a field not related to civil engineering.

##### **Knowledge of:**

- City policies and procedures.
- California standard specifications.
- California Traffic Manual.
- ITE signal design and operations and MUTCD.
- Traffic Signal Timing Manual.
- Principles and practices of traffic signal and traffic control design.
- Traffic signal controller operations.
- Advanced engineering calculations.

- Automated engineering design practices and methods.
- Principles and practices of a municipal infrastructure.
- Principles and practices of project management.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Conducting plan reviews.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, contractors, vendors, external public agencies and the general public; applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in an outdoor work environment with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, machinery, and its moving parts; occasional exposure to hazardous conditions and harsh chemicals. Incumbent must be physically able to perform strenuous work on a regular basis. Physical demands are light to moderate, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls; reaching, standing, walking, stooping, kneeling, crouching, and crawling; May have exposure to live electrical wires. May be required to climb ladders and work in trenches. May have some exposure to dangerous machinery, and extreme weather conditions . May be required to lift and carry items weighing up to 100 pounds; occasionally exposed to electric hazards. Incumbent wears Personal Protective Equipment (PPE); specific vision capacity includes: close, distance, peripheral, depth perception, color differentiation, and the ability to adjust focus. Incumbent must be able to hear in the normal range, with or without correction; must have the stamina to work long hours and overtime, if assigned; must be willing to work an irregular schedule, which may include weekends, holidays, nights or varying shifts. Incumbent may be required to respond to callouts and emergencies during non-duty hours, on weeknights, weekends, and holidays.

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Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date