



# City of Tempe

## TRAFFIC ENGINEER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	431	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$88,053
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$118,871
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Civil Engineer+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from the Engineering & Transportation Director or from other supervisory or management staff.

Exercises direct supervision over professional and technical engineering staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of increasingly responsible professional technical traffic engineering experience. One year of lead or supervisory experience is preferred.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil or traffic engineering or degree related to the core functions of this position. A Master's degree is preferable.
<i>License / Certification:</i>	Possession of a Certificate of Registration as a professional engineer in the State of Arizona.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the City's traffic engineering activities; and to perform a variety of professional technical tasks relative to assigned area of responsibility.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform statutory duties of the Traffic Engineer as prescribed by City Code.
- Manage the development and implementation of goals, objectives, policies and priorities related to traffic engineering which support the City's multi-modal transportation plans.
- Plan, prioritize, assign, supervise and review the work of staff involved with traffic engineering studies, development review, neighborhood traffic management program, traffic signal design, street signing and striping design, traffic, bicycle and pedestrian safety analysis, residential parking permit program, and traffic barricading for special events and construction projects.
- Provide leadership to employees in team building, responsible decision-making and problem solving.
- Select, motivate and evaluate personnel using employee feedback; counsel employees to correct deficiencies; implement discipline procedures; provide or coordinate staff training and ensure that staff contributes to the City's mission and values.
- Coordinate transportation activities with other departments, divisions, and outside agencies.
- Participate and coordinate meetings with managers and professionals from other public agencies, and city departments to address traffic engineering related issues, needs, or improvements.
- Answer questions and provide information to the public regarding traffic control; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Serve as a technical advisor on traffic engineering related matters for city departments, various committees and City Council; make presentations as required.
- Manage consultant studies by developing request for proposals; participate in contract negotiation and administration, and review and directing consultant deliverables.
- Manage contracts for equipment and services by preparing specifications and monitoring contract performance.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Traverse uneven surfaces;

- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- May require working extended hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 2006*  
*Revised November 2010 (Removed optional driver's license statement)*  
*Revised October 2013 (updated job duties)*  
*Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)*