



# City of Tempe

## DEPUTY ENGINEERING & TRANSPORTATION DIRECTOR – TRANSPORTATION & TRAFFIC ENGINEERING

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	487	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$110,125
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$148,669
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrator

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Engineering & Transportation Director.  
Exercises direct supervision over assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of full-time increasingly responsible professional experience performing the core duties of transportation and traffic engineering, preferably in the public sector. Three years of supervisory experience related to traffic engineering is required.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major course work in transportation planning, municipal planning, engineering, business, public administration, or a degree related to the core functions of the position. A Master's degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver's license.</li> <li>• Requires possession of a Certificate of Registration as a Professional Engineer (P.E.) in the State of Arizona.</li> </ul>

### 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 develop, plan, and implement division/section goals and objectives that align with the department's goals and objective; to recommend and administer division/section policies and procedures; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance and serve as a technical advisor to the Engineering & Transportation Director related to the assigned area of Transportation, Transportation Planning and Greenscapes, Transit, and Traffic Engineering.

## 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.
- Provides oversight of the statutory duties of the Traffic Engineer as prescribed by City Code;
- Develop, plan and implement division/section goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures;
- Coordinate division/section activities with those of other divisions/sections, departments and outside agencies and organizations; provide staff assistance to the Engineering & Transportation Director; prepare and present staff reports and other necessary correspondence;
- Serve as a technical advisor to the Engineering & Transportation Director, City Manager and/or City Council on transportation and transit projects related to streets, traffic operations, ITS, traffic engineering, transportation planning and greenscapes, transit planning, transit and para-transit operations, capital programs, and regional transit programs or other matters for both the City Council and city departments; make presentations to the City Council as required;
- Manage, direct and organize a diverse and proactive program of traffic/transportation related services including street maintenance, traffic operations, ITS traffic engineering, transportation planning and greenscapes, transit planning, transit and para-transit operations, and capital programs;
- Participate in the preparation of the City's General Plan, the Transportation Master Plan and other citywide planning activities related to transportation and transit;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees;

- Participate in the development and administration of the division/section's budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments; prepare, administer and monitor related financial systems;
- Coordinate the preparation of capital and procurement of capital projects, operating budgets and grant activities; and oversee related grant activity; investigate, pursue, administer and monitor federal grants for services and projects;
- Directly prepare related studies, reports and recommendations; and administer a comprehensive program for assigned area;
- Act as a lead in the annual development of a strategic management program to align program activities with the Department, City and City council strategic priorities by completing and linking the business plan, services standards and development plans and performance report;
- Manage the preparation of agenda items for the City Council, Council committees and boards and commissions;
- Develop, administer, monitor and evaluate inter-governmental agreements and contracts;
- Act as liaison with the business community, citizen groups, contractors, State Legislature, government entities such as ADOT, MAG, Valley Metro/RPTA, Valley Metro Rail, Inc. or other governments on related activities; serve on regional committees; act as an integral part of local and regional teams that advise city management and/or the City Council on regional issues;
- Respond on a 24 hour basis to manage emergency situations;
- Provide leadership to employees in team building, responsible decision-making and problem solving;
- Manage the development of the division/section's workplace; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
- Respond to requests and inquiries from the general public;
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service;
- Coordinate, contribute and use best management practices;
- 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;
- Work in a stationary position for considerable periods of time;
- Work alone for extended periods of time;
- Operate computers and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours;
- Climb stairways, ladders and work on elevated structures;
- Traverse uneven surfaces;

- Traverse considerable distances during workday with or without an accommodation;
- Work out-of doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

## 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

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective May 2012*

*Revised September 2013 (update job title from Dep PW Dir-Traffic Eng, job duties, and min quals)*

*Revised July 2015 (added "transportation planning and greenscapes" in purpose statement/job duties)*

*Revised May 2019 (PW reorg – retitled and moved to Engineering & Transportation Dept.)*