

**TRANSPORTATION ENGINEER**  
**(Class Code 7278)**

**TASK LIST**

**Work Planning and Administrative Activities**

1. Writes narrative material such as letters, memos, and reports on matters such as budget recommendations, progress reports of work accomplished, completed studies, results of investigations, condition of streets and signals, budget recommendations and descriptions of proposed projects to other government agencies, other City departments, and/or other interested parties in order to coordinate work of those involved in a project or to provide information to those interested in it.
2. Reads detailed reports of traffic accidents or of unusual occurrences requiring special investigation in order to recommend action to resolve problems.
3. Reads reports written by subordinates such as investigations of accidents or of transit problems and takes appropriate action such as recommending changes in traffic control or in transit routes in order to avoid recurrence of problems.
4. Prepares grant applications to secure federal or state funds for the implementation of transportation improvement projects.

**Legal**

5. Evaluates effects of proposed legislation (City, state, regional, and federal) on the City in order to recommend changes, support, or opposition.
6. Drafts proposed changes in the Municipal Code such as changes in speed zones, weight limits, truck management, (time and locations permitted) construction management, trip reduction ordinances, preferential parking zones, or taxicab franchises in order to accommodate the needs of City residents.
7. Negotiates contracts including changes from original proposals, change orders, deadlines, penalties for non-compliance, and use of subcontractors in order to achieve compliance with City requirements.
8. Writes contracts, agreements, or contract amendments for submission to the City Attorney's office.
9. Coordinates with other departments such as Public Works/Contract Administration staff in order to inspect, withhold payment (as necessary), and notify Departments if penalties are recommended.

**Technical**

10. Conducts or reviews major studies such as origin-destination studies, trip generation studies, license plate surveys, and traffic trend studies in order to determine current and future transportation demands on the street network.

11. Conducts or reviews traffic impact analyses and environmental impact studies in order to assess a project's impact to the transportation system and to make recommendations for traffic mitigation measures.
12. Initiates, oversees, and approves studies in order to identify changing traffic patterns or other conditions which may require action such as installation of signals, painting crosswalks, establishing speed zones, or designating preferential parking districts.
13. Writes technical reports of studies, investigations, or other research in order to provide complete and accurate information to the Board of Transportation Commissioners, elected officials, Department management, other agencies, and other interested parties.
14. Evaluates responses to proposals (bids) for compliance with requirements, technical content, cost effectiveness, and past history of the bidder in order to recommend acceptance of a bid.
15. Performs calculations such as calculating areas, distances, statistical analyses, cost estimates, and work hours to complete a project in order to give accurate information to Department management and/or to other interested parties, and/or to check calculations done by employees under the Transportation Engineer's supervision.
16. Reads, evaluates, and comments on plans prepared by staff or other City agencies, governmental agencies, transportation companies, consulting firms, and other interested parties.
17. Coordinates with other public transportation agencies to ensure that City transportation needs are integrated into regional transportation plans.

### **Communication**

18. Reads Department procedures manuals, maintenance manuals, reference books such as Manual of Uniform Traffic Control Devices (MUTCD), the Institute of Transportation Engineers handbooks, and other resource materials in order to follow required or recommended practice in execution of their duties.

### **Public Interaction**

19. Attends meetings and makes oral presentations to the City Council, Department management, intergovernmental groups, community groups, and/or others in order to gain support of proposed projects and/or to explain the need for and function of proposed projects as a representative of the Department.
20. Holds meetings with the public, merchants, developers, contractors, and others affected by transportation polices or regulations in order to provide information about matters such as proposed changes in signals or traffic patterns or proposed transportation projects, to answer questions, and/or to provide other information.
21. Assists the Public Information Office in responding to routine inquiries from the press in order to provide information about current projects or activities.

## **Safety**

22. Follows OSHA regulations and general safety procedures by keeping work areas clean and clear and by wearing protective clothing such as hard hats, and/or safety shoes in areas where they are needed.
23. Directs the posting of directional-signs and warning indicators in accordance with the Work Area Traffic Control Handbook in order to ensure that field personnel and the public are not endangered by work in the streets.

## **Supervision, General**

24. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, complaints received, and/or items inspected, and/or quality of work such as work products produced made in order to inform employees of job expectations.
25. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
26. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs; assists employees in preparation for industry exams and promotional opportunities; provides safety and/or other specialized training to staff and/or other employees.
27. Plans work program assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
28. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area, computers, and software) are available, recommending use of efficient and effective procedures, and answering questions.
29. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
30. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
31. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.

32. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies, laws, codes, ordinances, regulations, Municipal Code, traffic laws, OSHA regulations, design requirements, construction standards, or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
33. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
34. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.