

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

**TASK LIST - 2020**

**Work Planning and Administrative Activities**

1. Writes narrative material, such as emails, letters, memos, and reports, on matters, such as budget recommendations, progress reports of work accomplished, completed studies, results of investigations, and/or the condition of traffic controls, streets and signals, 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 collisions or of unusual occurrences requiring special investigation in order to recommend action to resolve problems.
3. Reads reports written by subordinates, such as collision summaries and reports of transportation 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 and understands grant applications in order 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 contracts, agreements, or contract amendments for submission to the City Attorney's Office and proposes 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. Administers 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. Coordinates with Contract Compliance staff in order to inspect, withhold payment (as necessary), and notify Departments if penalties are recommended.

## Technical

9. Conducts or reviews major studies, such as origin-destination studies, trip generation studies, license plate surveys, and traffic trends studies, in order to determine current and future transportation demands on the street.
10. 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.
11. Initiates, oversees, and approves studies and projects in order to identify traffic patterns or other conditions which may require action, such as installation or modification of signals, painting crosswalks, establishing speed zones, on-street parking zones, parking lot designs, Americans with Disabilities Act (ADA) improvements, worksite traffic controls, or designating preferential parking districts.
12. Writes technical reports of studies, investigations, project effectiveness evaluations, 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.
13. 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.
14. 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.
15. Reads, evaluates, and comments on plans prepared by staff or other City agencies, governmental agencies, transportation companies, consulting firms, and other interested parties and coordinates with other public transportation agencies, such as Los Angeles County Metropolitan Transportation Authority (Metro), Southern California Association of Governments (SCAG), and CalTrans, in order to ensure that City transportation needs are integrated in regional transportation plans.
16. Reads Department procedures manuals, maintenance manuals, reference books, such as Manual of Uniform Traffic Control Devices (MUTCD), the Institute of Transportation Engineers handbooks, Work Area Traffic Control Handbook (WATCH), and other resource materials, in order to follow required or recommended practice in execution of their duties.

## **Public Interaction**

17. Attends meetings, answers questions, and makes presentations to the City Attorney, City Council, Department management, intergovernmental groups, community groups, and/or others in order to gain support of proposed projects, explain the need for and function of proposed projects as a representative of the Department, address their concerns regarding traffic and on-street parking, and/or answer questions regarding legal cases.

18. Holds meetings with the public, merchants, developers, contractors, and others affected by transportation policies 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.

19. Assists the Public Information Office in responding to routine inquiries from the press in order to provide information about current projects or activities.

## **Safety**

20. 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 in order to ensure the safety of staff and the public.

21. 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**

22. Writes job descriptions and/or develops performance standards for quantity of work, such as number of studies completed, reports written, complaints received, items inspected, and/or quality of work, including work products produced, in order to inform employees of job expectations.

23. Orients new employees by explaining job requirements and providing written materials, such as safety and performance standards, personnel rules, policies, and procedures, and benefits, and trains employees by explaining and demonstrating work procedures and then observing employee performance; assists employees in preparation for industry exams and promotional opportunities; provides safety and/or other specialized training to staff and/or other employees; facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area, computers, and software) are available in order to ensure employees are properly trained and provided relevant equipment and information.

24. Plans work program ensuring 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.

25. 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.

26. 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, 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.

27. 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.

28. 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.

29. 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 ensure necessary levels of staffing, timely completion of work, and appropriate documentation.