

**Senior Transportation Engineer (9262)  
Task List**

**Direction of Engineering Work**

1. Directs, plans, coordinates, and supervises the work of a division or section comprised of subordinate engineers and other technical staff, such as Transportation Engineers and Transportation Engineering Associates engaged in the planning and preparation of initial designs, field checks, and/or field installation reviews, in connection with the installation and implementation of facilities and devices, including bicycle corrals, parking lots, complete streets, traffic signals, street and curb markings, regulatory warnings and guide signs, safety lighting, channelization islands, and other traffic and parking control devices by assigning the work of staff based on factors such as difficulty and priority of assignments, taking into consideration factors such as employee workload, deadlines, and existing resources and providing instruction or direction via multiple modes of communication (e.g. staff meetings, emails, and/or by phone) to ensure work assignments, such as accommodating other modes of transportation, reducing traffic hazards and congestion, and managing parking, are completed on schedule and within budget.
2. Reviews and/or oversees staff responsible for the review of design, signal, and geometric plans, such as intersection, street, and freeway system plans via electronic or physical copy, taking into consideration factors such as design standards, areas for improvement, potential traffic safety hazards (e.g. proper lane dimensions, site visibility, different modes of transportation, and/or truck turning radii) or congestion areas, and recommendations for their correction in order to ensure safe design and that these plans are compliant with City and State design standards as outlined in the City of Los Angeles Department of Transportation Manual of Policies and Procedures, the California Manual on Uniform Traffic Control Devices (CA MUTCD), and the Highway Design Manual (HDM).
3. Conducts analyses regarding transportation related matters such as the measure of street operations, traffic flow, and/or traffic volumes, including alternative, traffic, and parking analyses by examining factors such as cost and/or parking occupancy, using software such as TransCAD, Synchro, and Highway Capacity Software in order to identify issues and/or select the most appropriate solution to a transportation related problem and determine the impact of a proposed improvement.
4. Writes and/or reviews reports regarding transportation related matters including project study reports, traffic/parking impact reports, environmental impact reports (EIRs), and Council, Board, and planning reports using software such as Microsoft Office in order to advise, summarize, and make recommendations to City Council and/or committees, Board Commissioners, and/or executive teams.
5. Conducts and/or oversees staff responsible for research in the development, improvement, and testing of materials and equipment, such as different asphalt

mixes and types of pavement, parking meter equipment, and traffic control devices, to ensure the materials and equipment are cost effective and safe for department and public use.

## **Project & Personnel Management**

6. Represents and advocates on behalf of the department regarding transportation related matters such as traffic problems and/or private concerns, including the rejection of a constituent's proposal, traffic complaints, and responses to a recently completed project via written correspondence, by phone, on camera, and at various meetings with elected officials and representatives including City Council and committee members, City departments, commissions including Board of Harbor Commissioners, Board of Airport Commissioners, and Board of Transportation Commissioners, other governmental agencies, civic organizations, media, and members of the public in order to ensure mutual understanding between both parties and/or to clarify information.
7. Manages programs and/or projects such as Active Transportation and/or other capital improvement plans or projects by determining and overseeing factors such as scope, schedule, cost, and personnel working on such projects (e.g. subordinate engineers, drafting technicians, engineering aides, and other technical personnel) using project management tracking software, such as an internal project dashboard and/or ProLog, to ensure projects are completed on-schedule and within budget.
8. Collaborates with City departments, other government agencies, consultants and/or vendors to negotiate and/or discuss contracts and project requirements such as scope of work, cost, and schedule for services and/or products such as engineering designs, sign and parking equipment, and/or oversight costs in order to ensure City policies, initiatives, and interests are met.
9. Approves or disapproves of an employee's work schedule and request for time off by considering factors such as workload and project timelines, 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.
10. Observes, reviews, evaluates, documents, and discusses employee work product and performance based on job-related factors such as completion of assignments, timeliness, and consistency of quality and quantity with standards in order to identify developmental needs, provide feedback, prepare employee for career advancement opportunities, and improve work quality or performance for future assignments.
11. Interviews job candidates for positions such as Transportation Engineer, Transportation Engineering Associate, and Supervising Transportation Planner in order to make hiring recommendations and/or decisions based on the candidate's demonstrated knowledge, skills, abilities, and overall suitability for the position.

12. Makes recommendations to higher-level management regarding the initiation of the disciplinary process for employees who have violated a personnel policy or acted inappropriately, and after receiving approval follows and documents departmental progressive disciplinary steps including written or oral warning, suspension, and discharge in order to correct employee behavior and perform personnel policy functions.
13. Applies the principles of Equal Employment Opportunity (EEO) by taking the necessary steps to prepare employees for promotion including providing training and information regarding EEO policies, promoting a positive work environment by monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation, taking appropriate corrective action when necessary, and commending outstanding job performance by giving public recognition or issuing notices of commendation in order to increase employee productivity and/or morale, ensure better acceptance and working relationships among various groups of employees, set standards of exemplary performance, and comply with City and department policies and procedures.
14. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with City and department standards.
15. Communicates with employees, management, and other supervisors orally and in writing in order to coordinate activities of a unit or request or provide information, direction, or guidance regarding work assignments, problems encountered, personnel matters, project requirements, project timeline, appropriate work methods and procedures, City and department policies and how to comply with them, policy changes, department objectives, interpretations of City policies or Memorandums of Understanding (MOUs), updated safety information, and training and promotional opportunities.

### **Administration**

16. Writes and/or reviews budget requests and grant documentation prepared by staff such as Transportation Engineers or Supervising Transportation Planners by speaking with staff regarding their needs, examining inventory databases to determine necessary resources, and considering factors such as project priorities, expectations, deadlines, grant requirements, overtime needs, personnel, and other division resources using software such as Microsoft Office and Google Drive in order to make recommendations to the division head and ensure project and department goals are met.