



## CITY OF CAMARILLO

**Traffic Engineer**

**Job Code: 531**

**FLSA: Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Supervises and coordinates traffic engineering operations and activities of the Public Works Department including conducting traffic engineering and transportation planning studies and reviewing the preparation of plans and specifications for traffic engineering projects; oversees transit system operations; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Director, Public Works.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the organization, staffing, and operational activities for traffic engineering operations including conducting traffic engineering and transportation planning studies and directing the preparation of plans and specifications for traffic engineering projects.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for traffic engineering services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Participates in the selection of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
6. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Directs and prepares traffic studies to evaluate the impact of new development on traffic flow; reviews traffic data collection; recommends appropriate mitigation to reduce traffic impacts; conducts long-range traffic forecasting, development reviews, plan checks, and traffic mitigation programs.
8. Develops traffic engineering priorities and identifies short- and long-range goals for local and regional transportation needs; develops estimates of necessary consulting services and future capital equipment needs; prepares RFP's, selects consultants, and administers contracts; identifies and

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applies for state and federal grant programs.

9. Reviews plans and specifications for traffic signals, traffic control, and development plans; conducts traffic signal timing studies; plans for the replacement or upgrading of equipment and expansion of the City's traffic signal system.
10. Plans, supervises, and oversees the operations of the City's transit system; conducts route planning and equipment needs studies and monitors system performance; ensures system compliance with state and federal laws; markets the program, researches and makes capital purchases.
11. Directs the preparation of technical studies; prepares reports and recommendations related to transportation and traffic projects; reviews environmental reports with respect to traffic issues;
12. Investigates traffic-related citizen service requests including the determination, communication and implementation of appropriate responses; directs a traffic safety program to identify high accident locations and reduce traffic accidents.
13. Provides staff assistance to the Director of Public Works; participates on a variety of committees; makes presentations as necessary; prepares and presents staff reports and other correspondence as appropriate and necessary.
14. Coordinates assigned activities with those of other divisions and outside agencies and organizations; represents the City on legal matters related to traffic issues as necessary.
15. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other City staff in resolving complaints.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of traffic engineering; incorporates new developments as appropriate into programs.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a traffic engineering program.
- Principles and practices of engineering, traffic, transportation and transit systems.
- Methods and techniques used in the preparation of traffic, transportation and transit projects, related plans, specifications, cost estimates and reports.
- Principles, practices, theories, and applications of traffic engineering and safety.
- Principles and practices of traffic engineering design and planning.
- Methods, techniques, and procedures involved in the construction and maintenance of traffic signal and control devices.
- Street design and street and traffic control systems.
- Principles of municipal budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of customer service.
- Principles and procedures of record keeping.

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Principles of business letter writing and basic report preparation.  
Modern office procedures, methods, and equipment including computers.  
Computer applications such as word processing, spreadsheets, and statistical databases.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Coordinate and direct the operations and activities of traffic engineering activities and operations.  
Supervise, direct, and coordinate the work of lower level staff.  
Select, supervise, train, and evaluate staff.  
Recommend and implement goals, objectives, policies and procedures for providing traffic engineering operations and activities.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Participate in the preparation and administration of assigned budgets.  
Plan and organize work to meet changing priorities and deadlines.  
Maintain records and prepare clear, concise, and comprehensive technical and administrative reports.  
Read and interpret complex data, information and documents including technical illustrations, blueprints, maps, plans, and specifications.  
Plan and develop safe and effective traffic and transportation systems.  
Conduct traffic system studies, analyze results and make appropriate recommendations.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments, City officials, and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.  
Meet the public in situations requiring diplomacy and tact.  
Deal constructively with conflict and develop effective solutions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective professional working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in traffic or civil engineering or a related field.

**Experience:**

Seven years of increasingly responsible professional traffic engineering experience including two years of administrative and/or supervisory experience.

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.  
Possession of a State of California Certificate of Registration as a Traffic Engineer.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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*Johnson & Associates*