

**CITY OF FONTANA  
TRANSPORTATION ENGINEERING MANAGER**

**DEFINITION:** Under direction of the City Engineer, this position manages and directs the activities, programs and staff of the Transportation Engineering section of the Engineering Department and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** This single incumbent classification is responsible for managing and directing the activities of the Transportation Engineering section. The incumbent develops, implements, and manages traffic programs and provides guidance and makes recommendations to City management on traffic-related issues. Additionally, the incumbent is expected to carry out responsibilities independently and with awareness of traffic operations and safety issues and sensitivities. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL FUNCTIONS:** The incumbent must have the knowledge and ability to:

- Plan, organize, control, manage and evaluate the work of the Transportation Engineering section with subordinate supervisors and staff, participate in establishing operational plans and initiatives to meet department goals and objectives; implement departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinate and integrate department functions and responsibilities to achieve optimal efficiency and effectiveness; participate in developing and monitoring performance against the annual departmental budget.
- Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development; provide or recommend compensation and other rewards to recognize performance; take disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's policies and procedures and labor contract provisions.
- Provide the day-to-day leadership and work with staff to ensure a high performance, customer service oriented work environment which supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Manage and direct the activities and staff involved in the daily administration of the Transportation Engineering Section; develop work programs and establishes program priorities; provide technical leadership and policy guidance and communicates management objectives to City management and staff; review and approve work performed by staff; manage sensitive community issues; manage the development, implementation and operations of programs designed to improve or maintain neighborhood livability; develop new programs to address the City's emerging traffic needs; manage contracts for consultants providing traffic engineering services; coordinates traffic services with other city departments.

- Manage and direct major transportation planning and infrastructure development projects and programs; identify transportation and traffic issues and problems and develop counter-measures for improvement; manage and direct reviews processes to evaluate traffic impacts of new development projects; manage plan check processes for signal improvements and signing and striping plans; assess traffic conditions and implement measures for improving traffic flow and enhancing traffic safety; develop and implement transportation administration policies and procedures.
- Direct or conduct studies and prepare reports and correspondence on transportation issues for presentation to the City Council; monitor development in the transportation field and recommend and implement policy and procedure improvements; analyze proposed changes to Federal, State and local laws and regulations affecting the Transportation Engineering Section and its programs.
- Serve as inter-agency liaison and represent the City with other agencies on regional transportation issues, such as transportation system planning and infrastructure financing; coordinate transportation activities and services with other agencies; resolve complex jurisdictional issues.
- Evaluate the effectiveness of section programs and processes; develop and implement new programs and initiatives that will contribute to section goals and accomplishments.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach, turn, kneel, bend, squat; both in the office and field work activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports and other data, using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer. Acute hearing is required when providing telephone and personal service to customers and consultants. The nature of the job requires the incumbent to drive motorized vehicles, exposure to outside temperatures and often work with numerous to constant interruptions; the incumbent is also regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; interact with City management, staff, representatives of other public agencies, the public and others encountered in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Theories, principles and practices of traffic engineering, including applicable traffic and zoning codes, ordinances, regulations and guidelines.
- Computer applications relating to traffic engineering and analysis.

- Administrative principles and methods, including goal setting, program development and implementation.
- Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
- Principles and practices of public administration, including budgeting, reporting and maintenance of public records.
- Research methods and data analysis techniques; principles and practices of effective business communication.
- Operation of standard business computer software and well as other standard office equipment.
- Principles and practices of effective management and supervision, as well as City policies and procedures and labor contract provisions.
- Strategically planning, organizing, designing, implementing and monitoring transportation and traffic engineering programs.
- Planning, organizing, assigning, reviewing and evaluating the work of professional, technical, and administrative support staff.
- Providing technical assistance and staff leadership on all phases of the section's functions.
- Analyzing technical transportation design and engineering problems, evaluate alternate approaches, and adopt effective solutions.
- Understanding, interpreting, explaining and applying City traffic operations and safety rules, regulations, policies and procedures and applicable state, local and federal legislation and regulations.
- Reviewing and interpreting engineering plans, codes, regulations and other complex technical documents.
- Presenting proposals and recommendations clearly and logically.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercising sound, expert independent judgment within general policy guidelines.
- Exercising tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establishing and maintaining effective working relationships with City management, staff, representatives of other public agencies, the public and others encountered in the course of work.

### **Education, Training AND Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four year college or university with major coursework in Civil and Traffic Engineering, eight (8) years of professional civil or traffic engineering experience, at least three of which were in a supervisory or program management capacity or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:** Possession of and continuously throughout employment, a valid Class "C" California Driver's License and the ability to maintain insurability under the City's vehicle insurance policy. Possession of Professional Engineer's license as a Registered Civil Engineer is required and the possession of registration as a Traffic Engineer is highly desirable.