

TRAFFIC ENGINEERING DEVELOPMENT COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible and diverse multi-disciplinary (engineering and planning) work in the development, coordination and facilitation of traffic engineering programs (placing emphasis on development, parking and access issues); supervision and direction of engineering technical staff; oversight and analysis of the highway noise abatement program; coordination and analysis regarding the traffic operations signage, marking, and permit program; and other related analytic responsibilities on a project basis. This work necessitates considerable judgment and initiative. Work is performed under the general supervision of the Assistant City Traffic Engineer.

Examples of Duties and Responsibilities:

Coordinate the Traffic Engineering Division's Plan Commission and development-related activities, including Division parking lot and driveway access program, and highway noise program. Prepare departmental requirements, recommendations, and/or position statements on planning and development proposals before the City Plan Commission, the Common Council, other City boards and commissions, other units of government and other development-related bodies. Coordinate the review of all Plan Commission plans, including preliminary plans for proposed commercial and residential developments, rezonings, and subdivisions, including routing for comment through the Traffic Engineering and Parking Division. Identify site design issues important to the Traffic Engineering Division and involve engineers as necessary. Compile staff comments and draft appropriate correspondence to the Plan Commission. Meet with other City staff, engineers, attorneys, developers, and elected officials to review and resolve issues associated with development proposals. Develop, manage and maintain a related record system.

Provide secondary staff support to the City Plan Commission, Urban Design Commission, Zoning Board of Appeals, and other policy advisory bodies on matters related to certain levels of transportation engineering, planning, and development work. Provide secondary staff support in the area of transportation engineering, planning, and development to other City boards and commissions as needed.

Administer the parking lot, driveway access, commercial access control, driveway permit, noise abatement, and traffic count programs for the City. Conduct and coordinate the review of permits and approvals from any municipality having jurisdiction, including State, County, and town governments. Conduct and coordinate noise abatement review and analysis related to the Highway Noise Land Use Provisions of the ordinance. Maintain and operate specialized computer models, including specifications and requirements for modeling, studies, and reports. Review, comment, and certify project computer models, plans, and buildings for noise levels. Serve as the City's expert in assigned program areas. Assist applicants/developers, consultants, elected officials, property owners, and other City staff as needed.

Review process, procedures, and outcomes on a periodic basis and recommend system, policy, standards and/or procedural changes to make improvements and/or resolve issues and problems for various Traffic Engineering programs, including the development process, parking lots, access, highway noise, traffic count and other areas of responsibility. Receive, review, and respond to questions, complaints, and problems. Investigate problems and if necessary, develop and process formal orders to modify problem areas.

Supervise and manage a technical support staff, which serves all sections of the Division, including hiring, discipline, adjusting grievances, training, etc. Provide general leadership and assistance to professional staff on related matters. Supervise record keeping, custodian and support functions for all Division systems including signing, marking, street lighting, traffic signals, mapping, and property and street conditions. Determine the nature and scope of assigned projects and determine what aspects of the work will be assigned to technical staff. Plan and schedule projects and review status regularly with staff. Provide training to lower level professional and technical staff. Assist City Traffic Engineer/Parking Manager and Assistant City Traffic Engineer in related activities.

Prepare and/or coordinate the preparation of designs, plans and specifications for a wide variety of transportation planning and engineering projects, including street permits, traffic studies, traffic safety studies, traffic signing and marking, traffic control and construction staging plans, and other major projects. Prepare specified engineering plans, designs, and specifications. Assist field staff in interpreting plans and specifications. Oversee drafting of plans and specifications. Prepare project and construction cost estimates and approve payments/billings to contractors and developers. Coordinate project components and schedules with other departments, agencies and state, county and other governmental units. Provide project related reports and information. Monitor technical staff for progress and quality and quantity of work.

Prepare and/or assist in preparing special transportation engineering, planning and development studies and projects. Conduct and assist in investigations and engineering planning and analysis for neighborhood, corridor, and intersection planning and engineering studies.

Plan, coordinate and conduct (interagency and intergovernmental) work sessions, developer meetings, and public meetings with other agencies, elected officials, citizens, developers, attorneys, architects, planners and engineers. Represent the Traffic Engineering Division and City Traffic Engineer/Parking Manager and answer technical questions from the public, contractors, property owners, and others about planning, zoning and engineering considerations and plans.

Exercise considerable discretion in the development, implementation, and direction of the traffic engineering, planning and development program activities, including developing standards, policies, and ordinances, conducting research and developing and maintaining data for monitoring and analysis.

Perform related work.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of directly related engineering and traffic engineering principles, practices and techniques. Thorough knowledge of drafting, surveying and engineering design practices and techniques, including computer assisted drafting (CAD). Thorough knowledge of directly related planning principles, practices and review procedures. Thorough knowledge of the policies, practices, procedures and governing laws, ordinances, and/or regulations pertaining to traffic engineering programs and activities. Working knowledge of computer terminology, usage and engineering applications. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to plan, coordinate and facilitate traffic engineering interests in a planning and development environment. Ability to conduct sensitive and productive negotiations with developers, residents, and other units of government. Ability to direct and coordinate the performance of technical work including drafting and the assembly, recording, compilation, tabulation and analysis of data. Ability to effectively plan, assign and supervise the work of employees. Ability to develop and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to speak persuasively to groups. Ability to perform related engineering design work and to review the work of others. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Four years of directly related professional or paraprofessional experience involving the operation of a computerized mapping and/or Geographic Information System. Such experience would normally include both program and operational responsibilities and would have been gained after completion of a Bachelor's Degree in Computer Science, Engineering, Geography, or a closely related field. Possession of a Master's Degree in GIS may be substituted for 2 years of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of positions in this class will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Valid Driver's License.

Physical Requirements:

The incumbent will be expected to travel to various locations throughout the City in order to make measurements. In addition, the incumbent will be expected to sit for prolonged periods of time while performing work at a computer.

Department/Division	Comp. Group	Range
Traffic Engineering	18	11

Approved: _____
Brad Wirtz
Human Resources Director
Date