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## ASSISTANT TRAFFIC ENGINEER

### NATURE OF WORK

Serves the public with responsible technical and supervisory work in assisting the Traffic Engineer in managing the field operations and technical sections of traffic engineering.

### DISTINGUISHING FEATURES

An employee in this class is responsible for assisting and conducting complex traffic engineering studies, preparing comprehensive reports with findings, facts and proposals to facilitate traffic movement and reduce traffic accidents, or to justify the installation or modification of traffic control devices. An employee in this classification is also responsible for assisting in the development of traffic control plans, the design and installation of new or upgraded traffic control devices, the design and lay-out of roadway striping and signing, the conducting of geometric intersection and roadway design, and design and review of construction maintenance of traffic plans and specifications. Employee is also responsible for assisting in reviewing commercial and residential development plans for traffic impact and compliance with the City's traffic engineering regulations and standards. An employee in this class must have considerable knowledge of the methods, techniques, principles, practices and equipment used in the construction, maintenance and repair of all traffic control devices and equipment; and of traffic engineering principles and practices, federal, state and local regulations and ordinances, and must possess good leadership, interpersonal and human relations skills.

### ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Assists in conducting complex traffic engineering studies and prepares comprehensive reports with findings, facts and proposals to facilitate traffic movement and reduce traffic accidents or to justify the installation of new or upgraded traffic control devices; conducts traffic safety investigations; prepares traffic control plans.

Assists in designing and supervising the installation of new or upgraded traffic control devices; designs and lays-out roadway striping and signing; design and review of construction maintenance of traffic plans and specifications conducts geometric intersection and roadway redesign; prepares plans, specifications and cost estimates.

Facilitates Traffic Commission Meeting including setting agendas, gathering data and preparing meeting minutes and reports for submittal to staff, stakeholders and City Council.

Reviews proposed commercial and residential development plans for traffic impact and for compliance with federal, state and City traffic engineering regulations and design standards.

Provides response to inquiries from citizens, other departments and agencies; investigates and resolves complaints.

Attends meetings, conferences, workshops, and trade shows, reviews professional publications and manuals, to keep abreast of changes and advances in traffic engineering methods and technology.

Prepares regular and complex reports; maintains traffic engineering files and records.



Performs related duties as assigned or directed.

Maintains reasonable and predictable attendance.

### **SUPERVISION RECEIVED**

Work is performed under general direction of the Traffic Engineer who allows considerable latitude and independence in making decisions and in carrying out essential tasks and assignments to completion. Work is reviewed periodically for adherence to policies and procedures, for timely accomplishments of tasks, and for overall results achieved, and the degree to which work meets established traffic engineering standards.

### **SUPERVISION EXERCISED**

Employee exercises supervision over technical traffic engineering staff engaged in carrying out the functions and activities of the Traffic Engineering Section. Employee exercises general oversight of traffic operations division.

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed in both indoor and outdoor environment. Work activities frequently require travel to sites throughout the City to inspect and review work performed by traffic division employees and contractors, or to attend meetings and conferences. Work exposes employee to normal everyday risks that require normal safety precautions. Work activities require frequent sitting and standing for long periods of time, walking on tough terrain, bending, climbing, lifting, moving and carrying objects weighing up to 50 pounds, using hands and fingers to operate computers and traffic data gathering equipment, and to operate vehicles. Occasionally work exposes employee to potential hazards such as moving traffic, moving construction equipment, exhaust fumes, dirt, dust, loud noise and adverse weather conditions.

### **SUCCESS FACTORS (KSAs)**

Considerable knowledge of traffic engineering principles, practices, concepts, procedures, and methods and their application to Traffic Engineering programs and operations.

Considerable knowledge of management methods, principles and practices and their application to administering and managing the field and technical operations of Traffic Engineering and Civil Engineering in general.

Considerable knowledge of the standard practices, methods, tools, and equipment used in the installation, maintenance and repair of traffic control devices, and the maintenance of municipal parking decks and surface parking lots.

Considerable knowledge of occupational hazards and safety precautions associated with the work.

Considerable knowledge of supervisory practices and techniques.

Skill in planning, organizing, coordinating and directing traffic operations, programs and activities. Ability to delegate authority, and to coordinate, supervise and evaluate the work of technical personnel.



Skill in the application of traffic engineering methods, techniques, principles and practices to the design and installation of traffic engineering control systems, and to the development of traffic engineering plans.

Ability to recognize, analyze and define traffic engineering problems, to manage comprehensive and complex studies and surveys, to establish facts and reach valid conclusions, and to determine and initiate appropriate traffic engineering solutions.

Ability to interpret and apply applicable laws, ordinances, rules, regulations, policies and procedures to traffic engineering work.

Ability to conduct research, to present technical information effectively both orally and in writing, and to prepare specifications and other related documents for the bidding process.

Ability to answer inquiries and resolve complaints in an effective, tactful, courteous manner.

Ability to use a personal computer, standard City software, computer databases and technical traffic engineering software.

Ability to establish and maintain effective working relationships with superiors, subordinates, other City department and division heads, City officials, representatives from local, state and federal agencies, utility company representatives, consulting engineers, developers, business owners, and the general public.

## **EDUCATION, TRAINING & EXPERIENCE**

Graduation from a four-year college or university with major course work in Traffic Engineering, Transportation Engineering, Civil Engineering or a related discipline. Three years of progressively responsible experience in the traffic engineering profession or related experience which provides the knowledge, abilities and skills required by the position. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

## **NECESSARY SPECIAL REQUIREMENTS**

Licensed Professional Engineer within the State of Illinois or ability to obtain within a year.

Certification as a worksite traffic supervisor by the American Traffic Safety Services Association is desirable.

Possession of a valid Illinois Driver's License.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.