

TRAFFIC ENGINEER

MAJOR FUNCTION

This is a professional and supervisory position related to the traffic engineering practices involving design and implementation of all facilities relating to traffic control and road geometry and directing the operations of the traffic division of the Department.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Supervises the collection of data related to traffic counts and other related areas for County roads by selecting locations for technicians to install mechanical counting equipment.
- Oversees the operations of the Traffic Division of the department.
- Analyzes traffic patterns at intersections by visually inspecting traffic movement and evaluating available data.
- Supervises the design of various traffic control devices and roadway geometry. Directs the preparation of preliminary and final design on urban and rural road projects and other public works projects.
- Performs capacity studies of roadways using specifications of Federal, State, and County policies and manuals, and performs cost-benefit studies of alternate roadway systems.
- Analyzes right-of-way requirements for arterial and major collector road networks.
- Establishes budget requirements for Traffic Division to be included in yearly departmental budget.
- Develops and updates the County's 5-Year Transportation Improvement Program.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
- Tracks material usage and ordering to maintain an adequate stock for daily operations and emergency operations.
- Reviews subdivision and site plans submitted by consultants.
- Represents the Department at the TPO Technical Advisory Committee.
- Manages road design contracts performed by private consulting firms.

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- Coordinates with the MPO on transportation planning issues affecting Marion County.
- Coordinates with the City of Ocala on interlocal road projects.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Bachelor degree from a four year college or university in Civil Engineering, and four years transportation related experience, or equivalent combination of education and experience.

Licenses.

Valid Florida Drivers License.

Certifications.

Registered as a Professional Engineer (P.E.) in the State of Florida.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial

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reports, and legal documents,

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentage, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specification, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy and analysis.

Specialized Skills and Abilities

- Knowledge of procedures, methods, and practices of conducting traffic engineering studies in connection with traffic control and traffic planning; of equipment and materials utilized in traffic engineering studies and in traffic control; of inventory methods and record control.
- Knowledge of application of study data to the design of intersections and channelization. Knowledge of engineering principles as related to roadway design.
- Knowledge of standards and practices relating to roadway signing and marking. Knowledge of traffic signalization design. Knowledge of traffic sampling technique and implementation. Knowledge of intersection and interchange design; knowledge of origin and destination studies.
- Strong organizational skills, and the ability to communicate clearly and concisely both orally and in writing, and the ability to prioritize and analyze data, and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help

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others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, and lift up to fifty pounds; will regularly be required to sit, use hands to finger, handle, or feel, and lift up to twenty-five pounds; and will frequently be required to talk or hear. Special vision requirements are close, distance, and color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles, vibration, and outdoor weather conditions. The noise level for this environment is moderate.

Established: 10/99	Category: 2
Pay grade: 28	Status: E
Job Description Number: 2019	Revised: 1/2005