CITY OF HAYWARD

ASSISTANT TRANSPORTATION ENGINEER
ASSOCIATE TRANSPORTATION ENGINEER

DEFINITION

Under general direction to perform journey level and professional transportation engineering tasks and to direct the work of technical staff.

DISTINGUISHING CHARACTERISTICS

Assistant Transportation Engineer - The primary focus of this classification is performing journey level professional engineering in the transportation engineering series.
Associate Transportation Engineer – The primary focus of this classification is to perform more difficult and complex transportation engineering work and supervise the work of Assistant Transportation Engineers and Engineering Technicians performing related work.

Incumbents may advance from the Assistant Transportation Engineer to the Associate Transportation Engineer level, as recommended by their supervisor and approved by the Director of Public Works, as they learn City and departmental practices and procedures. As knowledge and experience are gained, the work becomes broader in scope and assignments are more varied and are performed under more general supervision. Advancement to the higher classification requires gaining the knowledge, skill, experience and credentials that meet the qualifications for that class and demonstrating the ability to consistently perform the work of the higher classification.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Transportation Manager. Responsibilities may include direct and indirect supervision of subordinate technical and clerical personnel.

ESSENTIAL DUTIES

Assistant Transportation Engineer – Depending upon assignment, duties may include, but are not limited to the following:

1. Conduct field studies and analyze traffic conditions and issues.

2. Prepare transportation engineering plans and alternate plans, including cost estimates.

3. Design transportation engineering projects, including specifications for traffic signals, street signs and markings, street lighting, channelization, and parking facilities with full awareness of traffic safety principles.

4. Perform calculations and computations related to traffic design and analysis.

5. Check construction plans and design detours around construction sites.

6. Confer with contractors, engineers, property owners, courts and other agencies.

7. Answer inquiries, investigate complaints, and provide information to the general public.

8. Attend project meetings and engineering conferences.

9. Read and interpret local, state, and federal traffic ordinances and regulations.

10. Prepare grant applications for special funding.

11. Direct and review work of other professional and technical personnel.

12. Assist with implementation of City traffic calming (speed hump) program.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

A. Engineering principles and practices as they relate to transportation planning, design and traffic operations.

B. Street geometric design, including Federal, State and City standards.

Ability to:

C. Apply statistical principles to transportation engineering problems.

D. Analyze traffic characteristics relative to volume, speed, and accidents.

E. Identify intersection or street capacity levels, and prepare level of service analysis for existing and proposed projects.

F. Communicate, both verbally and in writing

G. Work cooperatively and develop effective relationships at all levels, especially the public.

H. Work independently, bringing projects to completion within established time guidelines.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years in engineering related to transportation engineering or closely related field.

Education: A Bachelor of Science Degree in Civil or Traffic Engineering from a recognized college or university.

License: Possession of a valid Class C California Driver's License at the time of employment.

Ability to obtain an Engineer-In-Training (E.I.T.) Certificate issued by the California Board of Registration for Civil and Professional Engineers within one year of hire.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment; ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined space.

ASSOCIATE TRANSPORTATION ENGINEER

In addition to the qualifications for Assistant Transportation Engineer and depending on assignments:

ESSENTIAL DUTIES (could include but not limited to):

1. Plan, direct, review and participate in professional and technical work of a functional group of the Engineering & Transportation Division with principal assignments involving traffic circulation design, traffic safety studies, geometric design of streets and interchanges, and traffic operation studies.

2. Direct, assist, and participate in traffic analysis, circulation design, and design transportation engineering projects, such as traffic signals, signs, and markings, channelizations, street lighting and parking facilities.

3. Provide consulting services and advice to City departments, divisions, and other groups on matters related to transportation engineering.

4. Answer inquiries, investigate complaints, and provide information to the general public. Meet with individuals and groups as necessary.

5. Investigate, analyze, and prepare reports including those for the City Engineer on claims against the City related to transportation matters.

6. Testify in court on claims against the City related to transportation issues.

7. Act as Project Manager on both City and consultant-designed transportation related projects.

8. Prepare applications for State and Federal grant funding.

9. Select consultants for consideration for City projects; write and process requests for proposals and consultant agreements and contracts.

10. Make recommendations on street lighting design and wattage.

11. Manage City traffic calming (speed hump) program.

12. Make recommendations on Engineering and Transportation responses to requests from Neighborhood Focus Process.

Knowledge of:

A. Street lighting layout and design.

B. Major elements of transportation design and traffic operations.

C. Supervisory and public relations principles and practices.

D. Federal, State, City regulations of traffic operations and traffic control devices.

Ability to:

E. Effectively complete assignments with minimal supervision and meet project deadlines.

F. Plan and direct the work of other personnel.

G. Prepare clear and concise reports.

H. Communicate effectively.

I. Maintain effective working relationships with employees, contractors, engineers, and the public.

EXPERIENCE AND EDUCATION:

Experience: Three years of engineering experience in transportation with 1 year of the experience being after acquiring the Professional Engineering License.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in transportation engineering or closely related field.

License: Possession of a valid Class C California Driver's license at time of appointment. Possession of a certificate of registration as a Civil Engineer, Electrical Engineer, or Traffic Engineer in the State of California.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined workspace.

PROBATIONARY PERIOD: One Year
615CS90 June 1990 (Assistant Transportation Engineer)
608CS90 June 1990 (Associate Transportation Engineer)
Revised January 2009
AAP GROUP: 3
FPPC STATUS: Non Designated
FLSA STATUS: Exempt