SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Transportation Engineer

Revision Date:	03/06
EEO Function:	Streets & Highways
EEO Category:	Professional
Status:	Exempt (Professional)
Control No:	20503

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the City Engineer, supervises and directs the operations and personnel of the Traffic Engineering Division.

III. Essential Duties

- Respond to public inquiries, complaints, and requests.
- Manage division budget.
- Manage transportation capital projects.
- Prepare engineering plans, drawings, and specifications for traffic flow and streets design.
- Conduct development plan reviews for all city streets and traffic related engineering, construction and maintenance projects.
- Conduct traffic flow studies and decide traffic control device placement and street design criteria.
- Maintain all City traffic control devices, coordinate with other governmental entities on streets design, control placement and maintenance.
- Recommend and enforce approved construction zone traffic control standards.
- Provide technical assistance and consult with the Planning Commission and other city departments and divisions on all matters related to traffic flows and city streets.

IV. Marginal Duties

- Write reports, memos, and keep records.
- Act as a back up for City Engineer.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors Degree in traffic or civil engineering or related field.

Certificates/ Licenses: Must possess a valid Utah Driver's License; must have current Utah P.E. license.

Experience: Four years of traffic engineering experience; may substitute an additional two years education for experience.

Knowledge of: Traffic engineering standards and principles; principles of management and budgeting; computer management and design systems, correct English usage, grammar, and spelling.

Responsibility for: Poor judgement in traffic design could result in traffic accidents and possible fatalities, as well as liability to the City; great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people and liability of the City; putting hostile and upset people at ease; supervision of a Transportation Crew Leader(s), Transportation Technicians and temporary/seasonal employees.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people.

Tool, Machine, Equipment Operation: Requires regular use of a computer, copier, calculator, City vehicle, and telephone.

Analytical Ability: Read and accurately interpret plans; establish and maintain effective working relationships with employees and the general public; organize, delegate, and establish meaningful goals; perform complicated traffic engineering studies; analyze and prepare plans and specifications; evaluate projects.

VI. Working Conditions:

Great mental effort is required daily; great mental pressure and fatigue exist during a normal workday due to frequent exposure to deadlines and interpersonal contacts and impacts of decisions and code interpretations and attention to detail in reading plans; requires on-call status on a rotating basis, staying within reasonable responsible time and answering a beeper; occasional overtime; exposure to some hazardous construction sites.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.