

CLASS SPECIFICATION
CITY TRAFFIC ENGINEER

PAY GRADE: 62
CLASS CODE: 30003049
EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to a Chief Engineer or other executive-level position. Under minimal direction, provides professional traffic engineering and managerial guidance and direction to the Portland Bureau of Transportation (PBOT). Classification is exempt from Civil Service.

Responsibilities include: supervising and coordinating activities of subordinate staff; planning, organizing, integrating, and directing the full range of complex professional engineering and management work relating to traffic; managing all project resources related to traffic infrastructure, operation, maintenance, and safety projects; establishing division and project goals; setting performance standards; implementing work plans and strategies by directing the activities of subordinate supervisors and managers to achieve objectives and complete projects.

DISTINGUISHING CHARACTERISTICS

City Traffic Engineer is a single-incumbent and management-level classification.

City Traffic Engineer is distinguished from Engineering Manager in that the latter sets direction, goals, and performance standards for multiple organizational units over broad areas of engineering specialties, and the former specializes in overseeing and managing traffic projects and organizational unit(s).

City Traffic Engineer is distinguished from Chief Engineer in that the former directly manages all the activities and projects regarding traffic programs within assigned organizational unit(s), and the latter has management accountability for an engineering division.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Provide direction to and supervises staff in identifying high priority traffic safety problems and developing counter-measures for improvement; review and approve changes to traffic controls; manage the regulatory component of parking meters to meet commercial needs and generate revenue; review and approve engineering plans.
2. Review traffic counting equipment hardware and software needs; provide technical oversight of work products generated by staff involved in data collection; report on program outcomes and develop actions to mitigate performance deficiencies.
3. Meet with organizational unit managers to review program operations and monitor progress against planned accomplishments; review workload indicators and performance measures to ensure adequate staffing and timely services.

4. Collaborate with other senior managers to coordinate service delivery and plan for changes in technology related to traffic infrastructure, operations, safety, and maintenance.
5. Present and coordinate traffic related issues with external agencies; present information to both technical and non-technical audiences, as well as City Council, on traffic engineering related items.
6. Direct and develop unit budget requirements; evaluate the adequacy of project revenues to support planned services and programs; monitor budget to actual revenues and expenditures and suggest mid-year or other adjustments.
7. Review the outcome of investigations and determine the risk exposure related to the actions or interactions of PBOT; confer with the Risk Manager and City Attorney's Office to determine appropriate strategies and remedial actions; assign and direct staff in executing remedial actions, providing records and depositions, and testifying in court.
8. Identify constituent issues with high political sensitivity; direct the investigation of these issues; inform leadership of the potential investigation of these issues and the potential risks; guide staff to develop messages and actions to respond to constituent issues with high political sensitivity.
9. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal direction by a Chief Engineer or other executive-level position.

Directly supervises a minimum of one (1) Engineering Manager and one (1) Engineering Supervisor.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge and understanding of theory, principles, practices, techniques, trends, standards, equipment, and materials of traffic engineering, including applicable traffic and zoning codes, ordinances, regulations, and guidelines.
2. Thorough knowledge of principles, practices, and techniques involved in the development, implementation, and management of large transportation systems.
3. Thorough knowledge of engineering administration, project and program planning and management, organization principles, and management fundamentals and methods.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, ordinances, and court decisions, and the ability to analyze, interpret, explain, and apply them.
5. Knowledge of the principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation, and administration.
6. Knowledge of principles of management, supervision, training, and performance evaluation.
7. Knowledge of operation and maintenance of traffic control devices, equipment, and instruments.
8. Knowledge of information technology applicable to engineering, design, project management, and business aspects of traffic operations.
9. Knowledge of budgeting, scheduling, cost control, safety, and administrative practices.
10. Ability to strategically plan, organize, design, implement, and monitor traffic engineering and safety programs.
11. Ability to develop, review, authorize, and interpret technical engineering plans and specifications.
12. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.

13. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
14. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
15. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
16. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
17. Ability to manage and direct the work of non-technical, technical, professional, and supervisory staff.
18. Ability to utilize traffic, engineering, and City-specific software and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor of Science degree from an accredited college or university in engineering, and course work related to civil and traffic engineering;

AND

Experience: Ten (10) years of progressively responsible experience in professional engineering, including three (3) years of supervisory experience.

Special Requirements and/or Qualifications:

Professional Engineering (PE) License, Oregon State Board of Engineering Examiners and Licensed Surveyors (OSBEELS).

Preferred Qualifications:

A valid state driver's license.

Experience in public administration, project management, or asset management.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

October 2023 – Pay grade updated from 61 to 62 per ordinance 191446