



City of Peoria

HUMAN RESOURCES

Title: Assistant City Traffic Engineer

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from City Traffic Engineer.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Civil Engineering
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Registered Professional Engineer required upon hire with preference to Arizona registration. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to complete advanced professional traffic engineering work in areas which may include traffic signals and safety, accident analysis and parking, serving as technical advisor on projects, and updating maps. Acts as project manager; manages schedules and consultants; researches information; works with outside agencies; schedules and assigns staff tasks; updates traffic networks; researches ordinance information; recommends changes; works with divisions and departments; investigates complaints; conducts field work; and represents the City and department in meetings and on committees.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages Neighborhood Traffic Management Program. Reviews and updates policies; manages budget.
3	Transportation Planning Aspects. Manages the traffic counts program; prepares maps; maintains balanced budget.
4	Reviews Traffic Impact Studies. Provides timely reviews and responses to TIS to developers.
5	Conducts Traffic Studies and Prepares Reports. Prepares traffic reports for traffic signal warrant studies, left turn analysis, and updates speed ordinances.
6	Maintains and Updates Crash Database. Perform safety analysis utilizing crash data obtained from ADOT; maintains database.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, traffic count equipment.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety vest, safety footwear, protective eyewear, hard hat.