CITY OF OCEANSIDE

REVISION: January 2006
CLASS CODE: 2713ME
UNIT: MECO

TRANSPORTATION OPERATIONS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, to supervise and coordinate the City's traffic engineering function; to ensure and improve the overall traffic safety and efficiency of the City's roadway systems; to coordinate assigned activities with other divisions, outside agencies and the general public; and to respond to questions and inquiries from the public regarding traffic safety and traffic engineering issues and concerns; and to perform related duties as assigned.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Supervises the daily operations of the traffic engineering section; assigns and evaluates the work of subordinate engineering staff; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; directs, coordinates and reviews the work plan for assigned traffic engineering services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; reviews and approves traffic signal, signing and striping, and roadway design plans; provides technical assistance in traffic and transportation matters; oversees major traffic signal projects; maintains effective relationships with contractors and the general public; coordinates with utility companies in the establishment and construction of utility projects; meets with representative of proposed new development projects and reviews plans for conformance with City standards; analyzes impact to existing roadway system; receives and responds to various traffic issues raised by the public; reviews existing traffic conditions for safety and capacity improvements; supervises and coordinates improvements and upgrades with traffic control maintenance staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern and complex principles and practices of traffic engineering.
Principles of supervision, training and performance evaluation.
Construction equipment, materials and methods.
Mathematics, including algebra, geometry and trigonometry and their application to engineering.
Methods and techniques of customer service.
Pertinent Federal, State, and local laws, codes and regulations.
Modern office procedures, methods and equipment including computers and applicable software applications.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.

Ability to:

Supervise, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Supervise and manage the City's traffic operations.
Program and review traffic signal and system timing operations.

Identify problems and recommend solutions to improve traffic safety and roadway capacity.
Review plans and documents for conformance to regulations.
Gather data and make accurate traffic engineering computations.
Understand and interpret traffic engineering plans, records, and maps.
Respond to requests and inquiries from the general public.
Work independently and efficiently to carry out assignments.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training

Experience:

Four years of increasingly responsible experience in traffic engineering, including one year of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate:

Possession of an Engineer-In-Training certification.

Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to traffic.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and walking for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.