



**City of Phoenix**

## **TRAFFIC ENGINEERING SUPERVISOR**

**JOB CODE 21140**

Effective Date: 12/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to plan, organize, direct and review the work of a major section in the Street Transportation or Development Services Department. Duties include coordination and supervision of supervisors, professional and para-professional field and office employees in planning, programming, designing, collecting and analyzing data for traffic engineering; formulating, assigning and reviewing plans, designs and estimates; solving problems encountered during field surveys; and preparing survey reports and recommendations. Considerable work of an informational nature is required in interpreting traffic engineering problems and possible solutions to public officials and the public. Work is performed in accordance with general instructions from an Assistant/Deputy Director, but the employee has considerable latitude in initiating project procedures and methods for completing assignments. Work is reviewed by results obtained through the evaluation of reports and conferences.

### **ESSENTIAL FUNCTIONS:**

- Consults with and assists Division/Department head in development of sound operational policies;
- Supervises employees involved in developing and planning traffic engineering programs, comprehensive surveys of traffic conditions, maintenance of statistical data, and inspection of erection and maintenance work associated with signs, traffic signals, parking meters and street markings;
- Oversees the designing and drafting of plans and outlines procedures for anticipated surveys and programs;
- Supervises field studies of more important areas such as street intersections having unusually difficult problems of traffic flow and control;
- Makes recommendations regarding the location nature and type of control devices and directives;
- Analyzes survey data for future road building;
- Recommends geometrics and priorities for street construction and traffic control expenditures;
- Supervises and organizes condition surveys, volume analyses, accident analyses and parking studies;
- Manages expenditures/budget for specific portion of Divisional budget;



## **City of Phoenix**

- Represents Department or Division head in neighborhood meetings, forums or citizen committee meetings;
- Writes and compiles reports and statistical data on accidents, pedestrian volume and practices, safety measures; and related traffic problems;
- Directs the design of specialized traffic control equipment;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Managerial/supervisory principles and practices.
- Traffic engineering principles and practices, construction and maintenance practices, and statistical survey procedures.
- Operations of electrical traffic control devices.
- Current literature and research in the field of traffic engineering.
- Application of traffic control devices.
- Laws relating to traffic control.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Perform technical research work and advise on complex traffic engineering problems.
- Organize and conduct surveys, compile statistical data, and prepare reports on traffic problems.
- Design, plan, assign and supervise the work of para-professional field and office assistants.

### **Additional Requirements:**



## **City of Phoenix**

- Some positions will require the performance of other essential or marginal functions.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid drivers' license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Must be registered as Professional Engineer in the State of Arizona by the end of the probationary period.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of professional traffic engineering experience in a technical capacity, including one year of supervisory experience at a chief traffic engineering level (equivalent to a Traffic Engineer III) and a bachelor's degree in engineering, including or supplemented by courses in traffic engineering or highway engineering. Other combinations of experience and education that meet the minimum requirements may be substituted.