STREET TRANSPORTATION DIRECTOR
(Non-classified)

JOB CODE 21250

Effective Date: 05/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, direct and coordinate activities related to the street and freeway transportation program; street capital improvement planning; street, water, sewer and storm sewer design and construction management; street maintenance, traffic engineering, traffic signal construction and maintenance, traffic safety coordination; and floodplain management. The incumbent is responsible for translating policy goals related to street maintenance construction and management into departmental objectives and procedures to accomplish the desired results. The employee in this class is concerned with the formulation and execution of broad policy; administrative oversight and participation in departmental activities. Work is performed in accordance with statutory procedures and broad policies as prescribed by the City Manager’s Office which holds the Street Transportation Director accountable for the effectiveness of departmental programs and responsiveness to public concerns. The Street Transportation Director reports to a Deputy City Manager who reviews work on the basis of Performance Achievement Plan results.

ESSENTIAL FUNCTIONS:

- Provides professional transportation consultation advice and assistance to the Deputy City Manager, other department heads, and to local, state and federal agencies;
- Directs design and construction management of all City streets, storm sewers, sanitary sewers and water lines;
- Directs a wide variety of traffic engineering functions and programs and a pavement management program;
- Manages the operation, construction and maintenance of the City traffic signal and street light system, City surface transportation services, and capital improvement programs;
- Manages department’s budget appropriation, projects annual operating costs and approves budget estimates;
- Manages the City’s traffic safety public education, investigation and correction programs;
- Directs the planning, organization and implementation of overall departmental policies, objectives and procedures;
Serves as the City's liaison with MAG, County, State, and Federal transportation agencies on street and freeway issues;
Serves as the City's representative on the Maricopa County Flood Control Advisory Board;
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:

- Principles and practices of Business and Public Administration and systems.
- Principles of Public Works administration.
- Laws and regulations relating to street management, construction, and maintenance activities.
- Materials, methods and practices essential to the construction, maintenance and repair of streets, signals, bridges, and drains.
- Principles and practices of civil engineering.

Ability to:

- Plan, organize, and direct the activities related to divisions involved in street and freeway planning, design, scheduling and maintenance, Storm Drainage and Flood Plain Management, traffic engineering, traffic signal construction and maintenance, and traffic safety coordination.
- Effectively administer a large and diverse department to meet the policy demands of the City Manager and City Council.
- Coordinate the work of the Street Transportation Department with other City departments and divisions.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Exercise good judgment.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Comprehend and make inferences from written material in the English language.

**Additional Requirements:**

- Must be registered as a Professional Engineer in the State of Arizona.
- 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 driver's 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.
- Performs other essential and marginal functions as assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years experience managing a medium to large scale organization oriented towards public works, engineering, traffic engineering or a similar function, including at least three years experience at a policy determination level and a bachelor's degree in civil engineering with related coursework in traffic engineering, highway design and engineering, or materials management. Other combinations of experience and education which meet the minimum requirements may be substituted.