



## **City of Phoenix**

### **DEPUTY STREET TRANSPORTATION DIRECTOR**

#### **JOB CODE 21260**

Effective Date: Rev. 07/09

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

The fundamental reason this classification exists is to plan, organize, direct, and review the work of a technical division of the Street Transportation Department. The Deputy Street Transportation Department Director is responsible for the independent application of engineering principles and techniques to the solution of traffic and street maintenance problems, and for the development of long-range program planning. A significant aspect of this class is the ability of incumbents to rotate to different divisions and still maintain a high degree of proficiency in program responsibilities. The Deputy Street Transportation Director reports to an Assistant Street Transportation Director or the Street Transportation Director and acts as Assistant Director or Director when required. Work is reviewed based on Performance Achievement Plan results.

#### **ESSENTIAL FUNCTIONS:**

- Plans, organizes, and supervises the activities of a large number of employees engaged in collecting, computing, and analyzing traffic information, and sign and signal visibility and operation;
- Exercises general supervision over sign manufacturing, and over sign, traffic signal, and striping maintenance activities;
- Investigates complaints relative to traffic controls, and within established policy, initiates appropriate action to correct hazardous or faulty conditions when necessary;
- Supervises contractors and other departments working in City streets to ensure adequate and safe provision for traffic flow and safety in construction areas;
- Plans and directs the City Traffic Signal programs, analyzing effectiveness and recommending improvements and modernizations;
- Plans, organizes, and supervises the activities of employees engaged in the design of signs and signals, and in preparing specifications for purchase of traffic control devices;
- Consults with the Street Transportation Director and the Deputy City Manager on policy proposals and makes recommendations regarding solutions to complex problems;
- Directs the development of a division budget;
- Coordinates division safety and training programs;



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- Communicates traffic engineering problems and proposed solutions to other departments, outside agencies, public officials, and citizens;
- Assists in recruiting, developing, and training professional staff;
- 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:

- Civil Engineering principles and practices.
- Materials, methods, and practices essential to the construction, maintenance, and repair of streets, traffic signals, pavement markings, and signs.
- Principles of public administration.
- Theories and principles of modern management and organizational behavior, as well as the dynamics of local government.
- Current literature and research in the fields of traffic engineering and transportation planning.
- Statistical and research methods and computer design and analyses.
- Traffic laws and regulations relating to traffic control.
- The principles of highway design and the design and operations of traffic control devices.

#### Skill In:

- Performing technical research work and advising on complex traffic and civil engineering problems.

#### Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Evaluate technical information and statistics to arrive at valid recommendations on the basis of such data.
- 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.



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- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Provide leadership in implementing City and departmental policies and programs.
- Comprehend and make inferences from written material in the English language.

### **Additional Requirements:**

- Some positions may require registration in the State of Arizona as a Professional Engineer within twelve (12) months of appointment.
- 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.
- Some positions will require the performance of other essential or marginal functions.

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

Five years of professional and administrative experience in traffic engineering or public works administration in a managerial capacity, including experience supervising professional level engineers who perform very difficult and advanced traffic engineering work, and a bachelor's degree in public administration, engineering, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.