



City of Watsonville

Job Description

JOB TITLE: Traffic Operations Manager

DATE APPROVED: December 12, 2017

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Assistant Director of Public Works/City Engineer

SUPERVISION: Exercises direct supervision over assigned work crews/ staff

EMPLOYEE UNIT: Mid Management

FLSA: Exempt

JOB SUMMARY:

Under general direction, to plan, organize, manage and coordinate traffic engineering activities, to perform a wide variety of difficult and complex traffic engineering, and other related assignments.

DISTINGUISHING CHARACTERISTICS:

Plans, develops and or implements programs, policies and practices involving the construction, installation, and maintenance of traffic signal control devices including signs and markings, street lights and parking related issues.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Supervises staff, and other skilled, semiskilled employees that perform work related tasks such as installation, operation, maintenance of traffic control signal devices, signs and markings.
- Oversees signal and sign inventory including inspection of signals, signs and markings installations.
- Demonstrates working knowledge of Traffic Control Signal Devices including timing, phasing, installation/removal procedures; Accessories including CCTV; Vehicle detection including various styles and types of magnetic loops, machine vision, radar; preemption; System communications or inspections of copper wire and fiber optics.
- Conducts a variety of traffic engineering studies.
- Implements traffic control projects in accordance with the California Manual on Uniform Traffic Control Devices.
- Collects and assesses traffic related data. Develops long term plans to incorporate Intelligent Transportation Systems into the City's transportation plan.
- Monitors and develops procedures, policies, specifications and standards as they relate to traffic operations and parking control systems.
- Plans and manages City-wide programs to promote the safe, orderly and efficient movement of traffic.
- Evaluates and initiates appropriate action on traffic suggestions and complaints.
- Coordinates and manages traffic planning and design with engineering personnel and consulting engineers.
- Reviews plans for new developments and subdivisions; recommends changes to improve traffic flow

and parking.

- Prepares applications for and manages grant funded projects.
- Adjust, develop and coordinate traffic signal timings and coordinate the maintenance of traffic signals and streetlights.
- Participates in the selection, supervision, training and evaluation of subordinates.
- Manages the work of engineering and construction consultants related to traffic operations.
- Project, program and contract management.
- Prepare and administer budget for traffic systems and operations.

EMPLOYMENT STANDARDS

Knowledge of:

- Current principles, practices and techniques of traffic planning and engineering
- The principles, techniques and equipment used in the installation, maintenance and operation of the traffic signal systems.
- Federal and state laws, regulations and standards relating to traffic control devices and signal systems.
- Principles and practices of supervision.
- Database, spreadsheets and word processing software.
- Safety program and practices.

Ability to:

- Prepare clear and comprehensive reports on administrative and technical issues.
- Present sensitive and technical information to individuals and groups.
- Conduct traffic engineering studies and develop appropriate recommendations.
- Interpret, apply and explain laws, regulations, standards, policies and procedures.
- Establish and maintain effective working relationships with City staff, public officials, outside agencies and the public.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work indoors in an office environment
- Work outdoors and exposed to inclement weather, dust, and construction site hazards
- Use a telephone and communicate via radio
- Prolonged sitting, standing, walking, kneeling, squatting and stooping and reaching in the performance of daily activities
- Repetitive hand movement and fine coordination in preparing reports using a computer keyboard
- Acute near and far vision in reading written reports and work related documents and in the performance of daily duties
- Drive a vehicle, climb into and out of appropriate vehicles; and up and down of stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area

TRAINING AND EXPERIENCE:

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- A Bachelor's degree from an accredited college or university in transportation engineering, civil engineering or a related field
- Four (4) years increasingly responsible professional experience in traffic engineering or planning, including some supervisory responsibility.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record