

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: TRANSPORTATION MANAGER (171)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Assistant Director of Public Works	Exempt

**CLASS SUMMARY**

This is a single incumbent professional management level position in the unclassified service responsible for direct supervision of the Traffic Engineering Division in the Engineering Department. The incumbent in this position will exercise a high level of judgment in guiding the Traffic Engineering Division so it continues to fulfill its goals and meet its performance objectives. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Education and experience equivalent to graduation from college with a bachelor's degree in Civil Engineering; and
- Four (4) years of increasingly responsible experience in traffic engineering office and field work, at least two years of which have been as an engineer in a management capacity.
- A Master's Degree in Transportation Engineering is desirable.

**LICENSES/CERTIFICATIONS**

- Possession of a valid Class C driver's license is required at the time of application and for the duration of employment.
- License as a registered Civil Engineer or Traffic Engineer from the State of California is required at time of application.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the higher-level Assistant Director of Public Works in that the latter has overall responsibility for **multiple divisions**. This classification is distinguished from the lower level Principal Transportation Planner in that the latter is a second level supervisory classification that supervises the day to day activities for a specific functional area within the division.

**TYPICAL DUTIES**

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

Under general direction:

- Manages a comprehensive City-wide program of long-range and short-range transportation planning, implementation, and controls;
- Confers with and assists the Director of Public Works/City Engineer in the development of long-range plans, goals and objectives, and budgets;
- Confers with other public and private agencies on traffic operations and transportation planning related matters;
- Directs studies of traffic flow, traffic volume, road capacity, circulation patterns, and similar information;

## **TRANSPORTATION MANAGER**

- Reviews developments, meets with developers and directs the appropriate study of development traffic impacts, reviews and provides professional comments on traffic/transportation reports;
- Develops scope of work and solicits proposals for professional consultants regarding traffic and transportation issues;
- Prepares complete and comprehensive reports and presents a variety of reports regarding traffic and transportation issues; investigates traffic complaints and meets with the public, businesses, and schools regarding traffic concerns;
- Coordinates and otherwise works with City departments and outside agencies such as Caltrans & Valley Transportation Authority regarding transportation issues that affect the City of Santa Clara and the San Francisco Bay region;
- Supervises the design and installation and evaluates effectiveness of traffic control and warning devices including traffic calming improvements;
- Directs the issuance of permits for various items;
- Provides sufficient and effective training of City staff in traffic design, safety and control;
- Meets with City staff, outside agencies and the public to review, develop solutions, and report on transportation issues;
- Directs the preparation of plans and specifications for traffic projects and the preparation of drawings, charts, graphs, diagrams, and related materials; supervises the establishment and maintenance of records;
- Manages the development, maintenance, and operation of the City's automated traffic control system;
- Manages the maintenance of various engineering records and performs complex engineering work in connection with purchases, cost analyses, and progress reports;
- May act as the Director of Public Works/City Engineer in his/her absence and may represent the Director of Public Works/City Engineer at City Council and other public meetings;
- May serve as a member or liaison to City committees, outside commissions or committees; and
- Performs related work as required.

## **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Principles of transportation engineering practices, methods of long-range transportation planning, design, construction, and maintenance of a variety of traffic signal management projects as related to urban municipalities;
- Methods of performing traffic studies including up to date methods of assigning traffic volumes for different types of development, level of service measurements and calculations, and traffic volume capacities in roadways;
- Principles, practices, and methods of civil engineering as applied to the planning, design, construction, operation, and maintenance of transportation systems;
- Principles and practices of safety, including OSHA requirements;
- Principles and practices of effective leadership and management;
- Principles of organization and management, including conflict resolution, and employee development;

Ability to:

- Prepare, review, and evaluate engineering plans and traffic studies;

## **TRANSPORTATION MANAGER**

- Identify, research and gather relevant information from variety of sources;
- Develop creative and practical solutions to complex and difficult problems;
- Understand and carry out highly complex technical tasks;
- Make accurate engineering and cost computations;
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Create a culture that is conducive to change and that is one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others;
- Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines;
- Establish and maintain effective working relationships with contractors, developers, administrators, other professionals, City staff and the general public;
- Communicate effectively orally or in writing and make presentations related to transportation issues, sometimes in difficult situations;
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff;
- Analyze engineering data and prepare concise, accurate, analytical, and comprehensive written and oral reports, and make recommendations;
- Exhibit familiarity with various traffic engineering programs including those for signal timing and level of service calculations;
- Use computer applications, prepare memos and procedural documentation;
- Operate office machines and common office equipment including a personal computer, copier and facsimile machine; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

## **SUPERVISION RECEIVED**

Works under the general direction of the Assistant Director or Director of Public Works/City

## **TRANSPORTATION MANAGER**

Engineer.

### **SUPERVISION EXERCISED**

Manages other professionals and paraprofessional staff as assigned, including field staff.

### **SPECIAL CONDITIONS**

Incumbents may be required to work odd and unusual hours.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

### **CLASSIFICATION HISTORY**

Created 05/2008; Rev. 02/2020