

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Traffic Manager	Job Code: 2416
Date: March 3, 2023	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional traffic work and high-level management of the traffic section of the Engineering Division of Public Works.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Public Works Division Director – Engineering and performs all tasks under very general direction. This work is distinguished by its management of all aspects of the division traffic section and its specialized knowledge of all City traffic operations and systems.

ESSENTIAL DUTIES: Plan, manage, coordinate, and monitor traffic operations; oversee the design, installation, maintenance, and functioning of traffic signals, signs, road markings, and other traffic control devices; review all new development/redevelopment projects to assess traffic impact and create traffic models for safety improvement and transportation mitigation; coordinate traffic requirements of proposed City and developer projects with project engineers; review and approve all submitted traffic control plans; prepare and monitor traffic budget; check and approve purchase orders and expenditures to identify and resolve conflicts or inefficiencies; prepare and manage all transportation goals, studies, standards, and policies including Transportation Master Plan, Safety Action Plan, Active Transportation Plan, and projects assigned to various plans, fees, permits, mobility, multi-modes of transportation, capital facilities, active transportation, transit, impact fees, utility transportation fees, traffic and safety, public involvement, safe school routes, and division project management policies and procedures; prepare and oversee design and construction of highly complex and major transportation projects according to general engineering principles, City standards, and various codes; review and approve deviations from public road standards; manage all major project construction activities; develop project policies and procedures; hire consultants and approve assignments, parameters, and work; manage and create concepts for extensive projects; review highly complex project plans, traffic designs, and/or building permits to ensure compliance with applicable standards; oversee assigned project budgets, scheduling, and phasing to reconcile with fiscal abilities and City needs; approve extra work orders, reports of completed work, and project status; monitor and comply with bidding procedures and review status with staff; coordinate traffic control for local events; represent the City on varied ad-hoc committees or boards; coordinate with stakeholders including Municipal Council, Planning Commission, Board of Adjustments, Transportation and Mobility Advisory Committee, and Mountainland Association of Governments; serve on general design and project review committees and suggest projects for development; under the Division Director’s direction, may meet with the public to address traffic and safety concerns.

Supervise, plan, and coordinate work of assigned personnel; ensure work is completed accurately and efficiently; make staffing decisions including hiring, firing, and assignments; identify, evaluate, and resolve employee concerns; conduct performance evaluations; enact discipline or recognition as needed; oversee the recruitment, training, and development of assigned personnel; ensure employee compliance with City and department policies and procedures; implement policy changes; supervise record maintenance; review employee reports, logs, work records, and documentation; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering or closely related field and 4 years of experience with municipal development procedures, 2 years of which must have been as a supervisor **OR** an equivalent combination of job-related education/experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certification(s): A valid, lawful Driver License is required. State Professional Engineer license or American Institute of Certified Planners (AICP) is required (must be State of Utah within 1 year). Membership in APWA, ASCE, NSPE, or equivalent organization is preferred.

SELECTION FACTORS: **Knowledge of:** current and advanced transportation engineering principles, standards, and practices as applied to planning and maintenance of roads, bridges, water systems, and other City projects; principles and practices of City government administration, including department policies and practices; methods of managing traffic flow and safety for multiple transportation modes on City streets, sidewalks, trails, and bicycle infrastructure; laws, codes, rules, and regulations governing engineering functions; operations, functions, and terminology common to civil engineering; basic English composition, spelling, and grammar. **Skill in:** using advanced engineering computations; performing engineering design and evaluating highly complex engineering plans and specifications; using AutoCAD and surveying programs, tools, instruments, and equipment; designing and evaluating highly complex engineering plans and specifications; using interpersonal relations in managing employees and dealing with contractors, outside agencies, and public officials; practicing trust-building behaviors. **Ability to:** communicate effectively, both orally and in writing; prepare and present highly complex reports; explain technical and engineering plans to non-technical officials and the public; effectively manage and supervise activities and programs of assigned personnel; perform advanced field analyses; quickly and accurately perform work; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment in evaluating situations and making determinations; organize assigned work and develop effective work methods; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, calculator, survey equipment, motor vehicle, office equipment, traffic engineering software, presentation and basic word processing software.

PHYSICAL DEMANDS: Requires pushing, pulling, or lifting weights up to 25 lbs., assuming uncomfortable working positions (stooping, crouching, and bending), walking through construction projects and sitting at a computer for long periods.

ENVIRONMENTAL FACTORS: Requires exposure to dust, noise, adverse weather, periodic exposure to high volume traffic areas, heavy construction equipment, and construction sites, frequent exposure to blueprint ammonia. May be exposed to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Department Director

2/27/23

Date



Mayor/Chief Administrative Officer

3/3/2023

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.