

CLASS TITLE: TRAFFIC OPERATIONS PLANNING MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory and administrative work in planning and coordinating the activities of traffic engineering projects ensuring the City's traffic system properly designed, built and operated to meet public safety standards and other related assigned duties.

ESSENTIAL TASKS:

- Manages traffic engineering projects from conception to completion
- Supervises engineers and technical staffs in the assessment and recommendation of additions and modifications to existing traffic systems
- Designs traffic related public improvements
- Coordinates, reviews and approves traffic related construction plans and specifications for the City's traffic system
- Investigates, analyzes locations experiencing traffic accidents, formulates solution, determines action and implements procedures, ensuring public safety standards
- Processes and manages customer complaints, including requests from the Mayor's office, City Council, MAC, high profile businessmen and local news media
- Develops and deploys new traffic signal communications projects
- Plans, develops and maintains long range traffic related capital improvement projects
- Administers and monitors contracts with external vendors, consultants and contractors for traffic services
- Prepares budget requests and monitors compliance
- Responds to legal representatives and insurance adjusters regarding lawsuits involving signalized intersections
- Administers performance appraisals and makes recommendations on hiring, disciplinary and termination actions
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil or electrical engineering and six (6) years of progressively responsible experience in traffic engineering.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices in planning a municipal traffic system program; comprehensive knowledge of traffic safety rules and regulations; considerable knowledge of supervisory practices and techniques; and considerable knowledge of budgeting practices and procedures. Ability to assess the need for projected traffic system additions; ability to communicate effectively verbally and in writing, including politically sensitive private/public meetings and media appearances; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Professional Engineer's License for the State of Oklahoma and possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting, and outdoors and in inclement weather; and requires travel to various locations for traffic related issues.

Class Code: 1054

EEO Code: E-01

Page 2 (continued from Traffic Operations Planning Manager)

Pay Code: EX-48

Group: Engineering, Planning, and Technical

Series: Professional Engineering

Effective date: November 10, 2008