

## **CLASS TITLE: TRAFFIC OPERATIONS MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for administrative, supervisory, and professional traffic engineering work in directing the activities of the Traffic Engineering Division; and performs other related required duties.

### **ESSENTIAL TASKS:**

- Plans, directs, and coordinates the activities of traffic engineering field operations, including the sign shop, parking meter shop, signal shop, electronic repair shop, maintenance crews, and construction crews
- Supervises the traffic engineering design and drafting areas
- Establishes traffic engineering objectives and directs the development of traffic surveys and accident studies
- Directs and participates in studies of long range traffic planning
- Recommends remedial changes to improve traffic conditions
- Recommends new ordinances establishing new traffic patterns and modifying existing regulations
- Coordinates projects with contractors, utility companies, planning commission, and state and federal agencies on projects relating to traffic and roadway maintenance and construction
- Directs the school safety and adult crossing guard program
- Develops section budget, safety, and personnel management programs
- 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, electrical, or traffic engineering, and eight (8) years of progressively responsible experience in municipal traffic engineering work. Masters degree in civil, electrical, traffic, or telecommunication systems engineering preferred.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of municipal traffic engineering, comprehensive knowledge of the modern methods and techniques employed in traffic control; comprehensive knowledge of modern traffic signal systems including time base, traffic responsive and traffic adaptive systems; comprehensive knowledge of traffic signal communication systems including twisted pair, fiber optic and wireless technologies; comprehensive knowledge of research procedures as applied to traffic engineering and planning; and considerable knowledge of typical traffic laws and regulations as they apply to traffic control work. Ability to represent the City as an expert witness in court cases involving traffic accidents. Ability to plan, organize, direct, and supervise a comprehensive traffic engineering program; ability to supervise and direct subordinates engaged in traffic engineering activities; ability to prepare comprehensive and concise verbal and written reports; ability to coordinate the various departmental activities; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 10 pounds, with occasional lifting and carrying up to 50 pounds; frequent pushing and pulling up to 10 pounds, with occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as a Professional Engineer in the State of Oklahoma; and possession of a valid Oklahoma Class "D" Operator's License. Certification as a Professional Traffic Operations Engineer preferred.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for site inspections.

**Class Code: 1062**

**EEO Code: E-01**

**Pay Code: EX-52**

**Group: Engineering, Planning and Technical**

**Series: Professional Engineering**

**Effective date: May 20, 2013**