

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS  
JOB DESCRIPTION**

<b>Job Title</b>	Traffic Engineering Coordinator	<b>Pay Grade</b>	221	<b>Class Code</b>	P233
<b>Department</b>	Public Works	<b>Salary Range</b>	\$51,521.60 - \$83,449.60		Annually
<b>Division</b>	Engineering	<b>FLSA</b>	Exempt		
<b>Reports to</b>	Assistant County Engineer	<b>Revision</b>	September 2018		
<b>Bargaining Unit</b>	None				

**GENERAL DESCRIPTION:**

Highly responsible supervisory work involving directing and coordinating the combined efforts of a multi-discipline staff of technicians and inspectors in the accomplishment of complex traffic engineering projects and studies. Highly responsible technical work involving preparation, review, and approval of plans and specifications for a wide spectrum of traffic related projects and programs. Serves as program manager for the County's traffic engineering program. Performs field surveys and data collection, studies and analyses to evaluate traffic related impacts of development projects on the serviceability of the County's roadway systems. Develops prioritized, multi-year capital improvement plans for upgrading roadway and signal systems. The position requires the ability to make independent decisions based upon technical expertise and good judgment.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

**Supervisory**

- Serves as first level/immediate supervisor for a diverse staff of subordinate technical specialists, and technicians.
- This position has full time supervisory responsibilities over Signal System Specialist and Traffic Engineering Assistants II and III.
- Assigns work to subordinates to make optimal use of their abilities, education, and experience.
- Monitors subordinate progress on assigned tasks to insure timely and successful completion.
- Reviews and approves subordinates work.
- Performs evaluations and provides periodic performance feedback to subordinates.
- Coordinates the efforts of subordinates among one another and with other County staff.
- Responsible for training and employee development of subordinates.
- Responsible for discipline and enforcing all County regulations, and policies in the workplace.

**Project Management**

- Serves as the primary project manager and County representative for complex, highly technical traffic engineering projects. Assigned projects typically are broad in scope involving multiple technical disciplines and, due to the degree of complexity, require professional engineering expertise.

- Responsible for successful completion of assigned projects on time and within budget. Workload requires multi-tasking (i.e. the ability to work on multiple projects simultaneously and bring all to a successful conclusion).
- Coordinates, monitors, and reviews construction documents (i.e. plans and specifications) prepared by professional engineering/architectural firms and/or in-house technical staff and incorporates these documents into the project design.
- Conducts meetings with clients/customers to determine initial project objectives and requirements. Keeps clients/customers well advised of project status.
- Conducts meetings with the public, other County staff members, and the Board of County Commissioners regarding all aspects of assigned projects.
- Insures that completed projects are functional, economical, maintainable, and aesthetically pleasing.
- Performs field investigations of assigned project sites to collect data, verify existing/actual conditions, and insure conformance with plans/specifications.

#### **Design Services and Technical Support**

- Possesses and demonstrates knowledge of construction principles, traffic engineering principles, and construction management.
- Prepares plans and specifications for project accomplishment via construction and/or service contracts.
- Prepares designs for projects within one's technical competence. Obtains design services for areas outside of one's technical competence and integrates those designs into the overall project.
- Possesses and demonstrates proficiency in Computer Aided Design (CAD) software to produce drawings, sketches, maps, charts and graphics.
- Prepares cost estimates.
- Prepares progress schedules and project summaries on a regular basis.
- Provides technical assistance in response to inquiries from the Board of County Commissioners, other County staff members, and the public.
- Performs engineering investigations, traffic studies, and feasibility studies and prepares clear and precise reports on findings.
- Conducts reviews of plans, specifications, studies, and reports prepared by other professional engineering firms. Reviews engineering project drawings and designs for compliance with County Standards.
- Coordinates with project engineers and contractors from project implementation to completion to ensure that plans, specifications, contract documents, schedules and safety standards are followed.
- Provides direction and supervision for construction and inspection of highway design, and traffic control projects.

#### **Traffic Engineering Responsibilities**

- Determines the justification and placement of traffic control devices including but not limited to signage, markings, signals, guardrail, etc.

- Establishes/Recommends traffic signal timings and phasing.
- Reviews and designs improvements for school zones for access and safety.
- Reviews and designs improvements for pedestrian and bicycle facilities.
- Coordinates data collection needs.
- Accomplishes reviews and studies for speed limits, sight distance, truck usage, and safety concerns.
- Maintains and summarizes traffic accident data from the County's Crash Database Management System (CDMS).
- Coordinates the Residential Traffic Control activities under the policy of the Board of County Commissioners.
- Meets with citizens, County staff, MPO and other agencies to review findings.
- Reviews plans and contract documents prepared in house, by the F.D.O.T., and consultants for operation, safety, and compliance with all applicable codes and standards.
- Reviews submitted plats, subdivisions, and commercial development plans.
- Coordinates the in-house design of signage and pavement markings, signalization including fiber optic interconnect, highway lighting, and maintenance of traffic plans.
- Coordinates and provides technical assistance to other departments and agencies pertaining to engineering matters, (ie., FDOT, DRC, MPO, etc).
- Regular attendance.

<b>JOB STANDARDS:</b>	
<b>Education</b>	Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a related field, with technical training in traffic signal operation traffic signals and signal systems timings.
<b>Experience</b>	Minimum of eight (8) years engineering experience in Public Works, Utilities, or Traffic Engineering. Minimum of three (3) years supervisory experience, including personnel management.  A combination of education, training and experience may be substituted at the County's discretion.
<b>Skills</b>	Ability to work independently. Ability to supervise and work well with county staff, the BOCC, contractors and private citizens.
<b>Licenses, Certifications or Registrations</b>	Prefer Professional Engineer (P.E.) license in the State of Florida or have the ability to obtain within six (6) months by having certification in a state that has a reciprocal licensing agreement with the State of Florida.  Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.  Must possess or be able to obtain within one (1) year of employment, Florida Department of Transportation (FDOT) Intermediate Work Zone Traffic Control and IMSA Level II certification in Signs and Pavement Markings and in Traffic Signals.  Must possess or be able to obtain within ninety (90) days of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, IS700, and IS800.

## **EQUIPMENT USED**

Automobile/light truck, Personal Computer (MS Word and Excel Experience), Calculator, Copy Machine, Multi-Station Telephones, and other office equipment, highway personal safety equipment, electronic traffic counting devices, digital camera, hand tools, and any other equipment necessary to perform functions of job.

## **CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of the principles and practices of traffic engineering.
- Ability to supervise personnel.
- Ability to work independently.
- Ability to manage complex projects and programs.
- Ability to communicate effectively both orally and in writing. Ability to prepare clear, concise, and logical written reports, correspondence, and specifications. Ability to speak and present ideas and points in a clear and positive manner in a variety of forums.
- Ability to anticipate and resolve problems, questions, and issues in their incipient stage.
- Ability to perform field inspections to collect data and to assess existing conditions and to prepare reports regarding same.
- Ability to use of surveying and drafting equipment.
- Knowledge of materials, methods and techniques of highway/road and traffic signal system design and construction.
- Knowledge of various permitting regulations. Ability to coordinate studies, plans, environmental permitting and reports with other County staff, State, and Federal regulatory agencies.
- Ability to prepare and review technical plans, designs and specifications for roadway and traffic signal system projects.

## **ESSENTIAL PHYSICAL SKILLS**

Constant: Walking, sitting, computer use, office related physical activity.

Frequent: Walking outdoors on varying terrain, bending, and driving. Requires good vision, and hearing

## **ENVIRONMENTAL CONDITIONS**

Constant: Works indoors in office environment.

Frequent: Working outdoors in varying weather conditions. Works along and in roadways amongst moving traffic.

## **MARGINAL / SECONDARY JOB FUNCTIONS**

- Maintains project/program files and documentation. Performs copying, filing, and information retrieval associated with assigned work.
- Attends staff meetings, project related meetings and required training.
- Employs sound management principles to supervise subordinates.
- Employs project management and time tracking tools to monitor progress of assigned projects.
- Resolves customer issues and/or complaints by telephone or in person.

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.), position is required to perform reasonable duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE