

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Traffic Engineering Superintendent

Department: Transportation

Pay Grade: 515

FLSA Status: Exempt

Job Code: T714

JOB SUMMARY

This position manages and directs the Traffic Operations Division of the Transportation Department. Supervise and manage the design, technology deployment, operation, and maintenance of the City's traffic signal engineering systems and technical personnel, including the City Traffic Control Center, SCOOT adaptive control system, signal maintenance, developing traffic signal timing parameters, fiber optic Ethernet communications, Advanced Traffic Management Systems (ATMS) and other Intelligent Transportation System (ITS) components.

ESSENTIAL JOB FUNCTIONS

- Manages the traffic operations process, which includes daily maintenance and operations, data collection, analysis, project development, reporting, construction, and back-to-operations and maintenance.
- Directs the sign shop and signs and markings crews, as well as the signal shop and signal crews. Responds to emergencies 24/7 to keep our mobility network functioning.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Operates and maintains the roadway network to ensure that traffic flows as smoothly and efficiently as possible, seeking to minimize delay and optimize safety.
- Acts as a standing member of the Development Plan Review Team (DPRT). Takes the lead in reviewing traffic impact studies, coordinating rezoning requirements with the Community Development Department and developers, and presenting the Transportation Department's requirements to the Planning Commission and City Council.

- Meets with neighborhood associations to discuss traffic calming initiatives. Coordinates the design, installation, and maintenance of traffic calming measures, which may include items such as speed humps, splitter islands, chicanes, roundabouts, or other appropriate measures.
- Develops and administers budget for assigned division and cost center; monitors expenditures to ensure compliance with approved budget; determines capital equipment needs for division; reviews and approves budget items for purchase.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Coordinates with the Engineering Design Manager to design and oversee the construction of projects to increase capacity and safety and provide for increased multi-modal use as well as connectivity. Provides traffic engineering input on roadway design projects.
- Develops and implements goals and objectives for the signal group; evaluates efficiency and effectiveness of signal group operations, methods, and use of resources; implements improvements as needed.
- Inspects, repairs, and maintains traffic signal system activities in various phases for conformance to specifications, regulatory standards, and contract documents.
- Manages and assists the Traffic Operations Manager with traffic response to emergency management activities, including gas main breaks, water main breaks, road cave-ins, downed power lines, and road closures; calculates costs of time and resource expenditures involved in response to emergencies. Processes claims for damage to City property.
- Manages the maintenance and installation of all traffic signals and communications networks, including all at-site/off-site equipment and devices.
- Monitors and maintains Roswell ATMS fiber network infrastructure, including core switches, firewalls, routers, network cameras, remote/distribution switches, UPSs, wireless switches, and other network devices for the traffic signal network.
- Troubleshoots IP networks, including routing failover, QOS, sub-netting, and any Layer-1 through Layer-4 networking issues, particularly Level-2 and Level-3.
- Reviews traffic signal warrants and traffic reports/studies.
- Makes recommendations for traffic control devices and striping plans.
- Develops signal timing parameters for new installations: analyzes traffic count data, evaluates existing signal timing, and updates timing as necessary.
- Coordinates acquisition of signal permits from the Georgia Department of Transportation and adjoining jurisdictions.
- Fosters an excellent day-to-day working relationship with the GDOT District Traffic Engineer and District Signal Engineer.
- Takes responsibility for continuous system modernization, upgrading to mast arms poles, state-of-the-art signal controllers, and Ethernet communication systems.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure the safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession; reads updates and other professional

literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops, and training sessions as appropriate.

- Attends meetings, serves on committees, and makes presentations as needed; participates in review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Establishes and maintains an inventory control system for traffic signal and communications network equipment and devices to check out and account for material on a work order, daily, weekly, and monthly basis.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; makes purchasing recommendations; writes specifications and initiates orders for new and replacement items.
- Communicate with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems; respond to requests for service or assistance.
- Prepares or completes various forms, reports, drawings, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.
- May be required to serve on-call.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

A Bachelor's Degree in Electronics, Management, Electrical Engineering, or Civil Engineering is required; ten (10) years of progressively responsible field experience in traffic signal installation, maintenance, and timing, some of which is in a supervisory capacity or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain IMSA Certified Work Zone Safety, Traffic Signals Level I and II certifications.
- Possess and maintain IMSA Traffic Signal Inspection (Level III) certification within one year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Commercial Class B preferred.

Special Requirements:

- None

Knowledge, Skills, and Abilities:

- Knowledge of IT and fiber optic infrastructures preferred.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria, which includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to those that are clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work, which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, and traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia, commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation,

gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.