



## TRANSPORTATION PROGRAM MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

The Transportation Program Manager is a project manager in the Engineering Division. The key responsibilities include the management and implementation of transportation and public works projects, planning and design of street, transportation and other public works facilities. The Transportation Program Manager also coordinates with regional agencies, City departments, private engineers, inspectors and builders on technical details of public works programs and projects.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey level position that requires significant written and verbal communication, administrative, analytical and technical skills acquired through advanced professional training and experience. Incumbents are expected to have the breadth of knowledge and experience to successfully manage complex engineering programs and projects with considerable independence.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the City Engineer/Assistant Public Works Director. This position does not supervise staff.

### **ESSENTIAL FUNCTIONS:** *(May include but are not limited to the following.)*

- Plans and manages complex programs/projects, strategizes for complex engineering work, project management and represents the Engineering Division in regional meetings affecting the City;
- Manages preliminary design studies and analysis to assess the most suitable and satisfactory type of resolution to a wide range of engineering related problems;
- Performs research and completes applications for grant funding;
- Makes presentations to the City Council, Planning Commission and other legislative bodies.
- Supervises and participates in the design of engineering plans and specifications for the construction of streets, street lighting, traffic signals, and other facilities;
- Develops and monitors division and capital improvement project budgets;
- Identifies potential funding alternatives and recommends program planning criteria and priorities for inclusion in the budget planning process;
- Trains and develops technical and administrative support staff; assigns, reviews the work of staff in developing computer analyses, technical and staff reports, plans and specifications for engineering design, construction and problem resolution;
- Conducts development plan review for conformance to City, State, and Federal standards and regulations;
- Coordinates programs/projects with other departments, consultants, developers and property owners;
- Meets with City, County, State and other officials to resolve problems and work on joint solutions;
- Conducts field inspections and facilitates effective resolutions of construction projects, problems;

- Approves plans and specifications and authorizes payments for services rendered.
- Provides information to the public on engineering operations and proposed projects;
- Attends meetings and conferences;

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:** Principles, practices and methods of Public Works Engineering as applied to the planning, designing and construction of streets, transportation, storm drainage and other systems; design principles, city codes and ordinances; principles of supervision, training and performance evaluation; applicable laws, legal issues and regulatory codes related to design and construction; principles and practices of municipal management including personnel, budget planning and preparation and public relations.

**Ability to:** Plan, assign and manage division priorities; effectively direct and train technical and clerical support staff; learn and retain City administrative, budgeting, purchasing and personnel processes and procedures; perform complex civil/traffic engineering studies, analyses and design; identify problem areas and develop alternative solutions and recommendations; determine adherence to engineering, specifications on a wide variety of improvements and construction projects; express technical information to non-engineering staff, maintenance personnel and consultants; develop plans and programs responsive to current mandates and needs; communicate clearly orally and in writing; manage a wide variety of projects simultaneously; develop and maintain cooperative working relationships with others to coordinate public works activities with other city departments, divisions and outside agencies; remain calm during emergencies and when talking to irate citizens; exercise good judgment at all times; enforce regulations with tact and diplomacy; explain technical matters simply and patiently; analyze situations accurately and adopt an effective course of action; operate computer system and associated engineering applications; learn, retain and apply various laws and regulatory codes relevant to assigned area of responsibility.

**Skills:** Make accurate engineering computations and drawings; ability to use computer aided-drafting is highly desirable; ability to effectively use spreadsheets, word processing, excel and traffic modeling and simulation programs.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**License/Registration:** Possession of a valid Class C California Driver's License.

**Education and Experience:** Bachelor's degree in Civil Engineering or a related field from an accredited college or university. Five years in professional work involving engineering design, plan checking, and project management. Additional related experience may be substituted for formal college education on the basis of two years' experience for each year of formal college education. Professional Registration as a Civil Engineer or Traffic Engineer is desirable but not required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:** Physically able to perform functions that would allow sufficient mobility to negotiate difficult

construction terrain where crouching, climbing, and/or kneeling would be required. Ability to maintain cooperative working relationship with all those contacted in the course of work; to speak clearly and write clear and concise English; to sit for long periods of time at a desk or in a car; and sufficient vision, hearing and stamina to perform the above functions.

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