

## CHIEF ENGINEER, TRANSPORTATION

### ~~Purpose:~~ SUMMARY/PURPOSE

To plan, develop, and manage the Transportation Engineering division ~~engineering activities~~ related to city-governed transportation and infrastructure.

### ~~Functional Areas:~~ ESSENTIAL DUTIES AND RESPONSIBILITIES

1. 4. — Plan and supervise the design, construction, inspection, and repair functions for transportation activities related to streets, traffic engineering, signals, lighting and bridges, reporting directly to the Public Works and Utilities Director.
2. \* A. — Research and analyze information necessary to transportation construction including determining need, specifications, and costs for maintenance and construction projects.
3. \* B. — Prepare appropriate statistical and narrative reports.
4. \* C. — Furnish engineering information, data, and requirements for requests from individuals and companies.
5. \* D. — Conduct feasibility studies related to transportation needs.
6. \* E. — Coordinate division activities with other City departments and outside agencies and contractors.
7. \* F. — Approve projects, design, and construction procedures.
8. Supervise the Moveable Bridges work group and the Traffic Operations work group.
9. Supervise and oversee the bridge inspection program to maintain compliance with state and federal regulations.
10. Maintain and update roadway data in accordance with current Municipal State Aid requirements.
11. \* G. — Develop long-range plans, capital improvement programs, budgets, and related studies.
12. \* H. — Maintain departmental communications by reporting on activities to the director and others on the management team.
13. \* I. — Direct the inspection and testing of materials and the quality of work done in all stages of construction or repair, including the final acceptance of, and payment for, work performed by contractors.
14. Coordinate and provide project management resources and leadership for large city and developer initiated projects that impact city infrastructure.
15. Assist with the development of construction cooperative agreements and memorandums of understanding which protect city interests.
16. \* J. — Update and Enforce contract specifications.
17. \* K. — Perform professional engineering work on construction, replacement, and extension projects.
18. \* L. — Serve as a technical resource to other City personnel and operations.
2. — Perform professional traffic engineering work.
19. \* A. — Perform and supervise traffic design work for traffic control including traffic signals and street lighting.
20. \* B. — Work with various agencies, including the Police Department, MNDOT and Duluth Transit Authority, and public groups and neighborhoods on issues and problems related to traffic control.
21. \* B. — Effectively recommend the hire, transfer, discipline, evaluation promotion, and suspension or discharge of subordinate personnel.
- \* C. Establish work standards and conduct employee evaluations.
- \* D. Discipline assigned personnel as necessary.
22. \* E. — Provide for the training of personnel in correct and safe operating procedures.
23. \* F. — Effectively recommend adjustments or other actions in employee grievances.
24. \* G. — Delegate authority and responsibilities to others as needed.

- ~~1.25. \* H. ——— Disseminate and interpret instructions provided to employees through bulletins and other communications.~~
- ~~2.26. 3-Organize and direct the activities of assigned personnel.~~
- ~~27. \* A. ——— Determine priorities, assign work, and coordinate schedules to ensure completion of work.~~
- ~~\* B. ——— Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.~~
- ~~\* C. ——— Establish work standards and conduct employee evaluations.~~
- ~~\* D. ——— Discipline assigned personnel as necessary.~~
- ~~\* E. ——— Provide for the training of personnel in correct and safe operating procedures.~~
- ~~\* F. ——— Effectively recommend adjustments or other actions in employee grievances. ———~~
- ~~\* G. ——— Delegate authority and responsibilities to others as needed.~~
- ~~\* H. ——— Disseminate and interpret instructions provided to employees through bulletins and other communications.~~
- ~~4. — Perform other duties as assigned.~~
- ~~28. \* A. ——— Prepare and present oral and written reports, contracts, and data to local, state, and federal regulatory or legislative bodies, as necessary.~~
- ~~29. \* B. ——— Assist in developingDevelop annual budget and representing division in budget hearings including capital improvements.~~
- ~~30. \* C. ——— Assist in the supervision of all division expenditures.~~
- ~~31. \* D. ——— Ensure compliance by the division with all applicable standards, Policies, rules, laws, agreements, and contracts.~~
- ~~32. \* E. ——— Write specifications, recommend capital improvement purchases, and order supplies and equipment.~~
- ~~33. \* F. ——— Interpret the objectives and services to the community.~~
- ~~34. \* G. ——— Attend and participate in various meetings, conferences, seminars, and hearings as required.~~
- ~~35. Act on behalf of Public Works and Utilities Director in their absence with approval.~~
- ~~36. Perform other duties as assigned.~~

## JOB REQUIREMENTS

1. ~~Education/Experience- & License-Requirements~~
  - ◆ A. Ten (10) years of verifiable street, traffic, or bridge engineering experience with at least four (4) years at a supervisory level.
  - ◆ B. Registration as a professional engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.
  - ◆ C. Possession of a valid MN driver's license or privilege by date of appointment and thereafter.
2. Knowledge Requirements
  - ◆ A. Knowledge of transportation engineering principles and procedures.
  - ◆ B. Knowledge of traffic operations.
  - ◆ C. Knowledge of bridge structural engineering principles and procedures.
  - ◆ D. Knowledge of supervisory practices and procedures and procedures.
  - ◆ E. Knowledge of capital improvement and operational budgeting and programming methodology.
  - ◆ F. Knowledge of funding from agencies such as FHWA, MNDOT, etc.
  - ◆ G. Knowledge of applicable safety policies and principles.
  - ◆ H. Knowledge of OSHA regulations.
3. Skill Requirements

- ◆ A. Skill in applying engineering principles and practices to traffic operations.
- ◆ B. Skill in managing comprehensive transportation work programs.
- ◆ C. Skill in preparing and presenting written and oral reports to individuals and groups.
- ◆ D. Skill in supervising others in an open and participatory work environment.

4. Ability Requirements

- ◆ A. Ability to establish and maintain effective working relationships with public and private officials, customers, peers, and subordinates.
- ◆ B. Ability to exercise good judgment and accept personal responsibility.
- ◆ C. Ability to transport oneself to and around various work sites.
- ◆ D. Ability to interpret safety rules and apply them to work situations.
- ◆ E. Ability to analyze and evaluate operations and procedures.
- ◆ F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

5. Physical Ability Requirements

- A. Ability to work independently to complete assignments from minimal information and general instructions
- B. Ability to sit or stand for extended periods of time.
- C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment.
- D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy.
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.

~~\* Essential functions of the job~~

~~◆ Job requirements necessary on the first day of employment~~

HR: MC	Union: Supervisory	EEOC: Professionals	CSB:	Class No: 1307
WC: 9410	Pay:	EEOF: St/Highways	CC:	Resolution: