

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisory Civil Engineer	JOB NO:	222
REPORTS TO:	Lorraine Basalo	GRADE:	L
DEPARTMENT:	Public Works	FLSA STATUS:	Exempt
DIVISION:	● Traffic Services 3200	FT/PT/SEASONAL:	Full-Time

JOB SUMMARY STATEMENT:

Develops, implements, and monitors the Overland Park Traffic Control System (OPTCS). Coordinates timing plans and maintains and monitors all related equipment. Collects and analyzes field data using various software programs. Writes reports and makes presentations to local citizen groups and governing body committees. Researches and evaluates new technology to help improve system efficiency.

DUTIES AND RESPONSIBILITIES:

Provides for daily operation, monitoring and evaluation of OPTCS by collecting, analyzing, and/or reviewing data for evaluation of system performance. Coordinates staff efforts, checking timing and coordination plans, and identifies any necessary modifications or additions.

Manages fiscal aspects of OPTCS. Approves related invoices and monitors monthly expenditures. Assists with developing operating budgets and traffic related projects in the Capital Improvement Program.

Establishes and documents operating procedures for traffic management center (TMC). Coordinates scheduling of staffing needs for TMC consistent with the mission requirements of the City's public safety departments and other external agencies we support.

Develops computerized traffic control system coordination plans for each required time of day period for each arterial controlled by OPTCS based on traffic engineering software, engineering knowledge, and related traffic studies and data. Implements timing plans and monitors results. Makes adjustments as necessary.

Operates and monitors OPTCS computer hardware and software and related peripheral equipment to maintain optimum overall system performance and function. Maintains central software to ensure proper operation. Maintains database to accurately reflect field configurations. Reads and thoroughly understands software manuals. Clarifies procedures and operation with software consultants. Ensures proper operation of OPTCS communications sub- system by checking weekly each intersection's communication and monitoring daily problems.

Prepares written or oral reports on OPTCS operations and submits reports to other members of staff. Answers questions from citizens and responds to complaints about specific locations in need of adjustment. Conducts tours of the traffic operations center. Gives public presentations using visual aids to various engineering or other interested groups.

Develops corridor simulation models based on existing conditions and proposed changes to measure the impact to the network. Prepares reports to document analysis and recommendations.

Assists with the update and creation of Capital Improvement Projects. Pursues funding allocations from other sources.

Reviews new construction plans involving construction or installation of traffic signals. Makes recommendations for system enhancements to improve flow and operating levels of service.

Serves as project manager for assigned projects, directing all project activities, responsible for managing the project schedule, funding, and quality assurance. Prepares preliminary engineering reports and costs. Performs field reconnaissance, gathers all necessary data, and performs engineering analysis. Reviews existing systems, researches

design alternatives, and develops cost estimates.

Acts as City liaison with other governmental entities pursuing regional intelligent transportation systems.

Performs various traffic engineering field studies using mechanical, electrical, and visual traffic counting methods and equipment. Analyzes data for use in evaluating and improving OPTCS performance.

Trains and supervises employees assigned to OPTCS. Monitors workload.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's or Master's degree in civil engineering with an emphasis in traffic or transportation engineering.

Professional Engineer registration in the state of Kansas or another state currently with Kansas registration within twelve months of employment.

Possession of Professional Traffic Operations Engineer (PTOE) certification preferred.

Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

Eight years of progressive civil or traffic engineering experience. One year in a supervisory management position or additional year of experience in traffic engineering or engineering education.

SKILLS:

Project management skills.

Organizational skills.

Computer skills.

Excellent oral and written communication skills for dealing with the public, contractors, and other city officials.

Analytical skills.

Negotiation skills.

Mathematical aptitude needed to analyze complex engineering data.

MENTAL REQUIREMENTS:

Ability to read and comprehend city, state, and federal regulations.

Ability to analyze complex problems, and recommend, and implement possible solutions.

Analytical skills to perform high-level mathematical calculations.

Ability to work under distracting field conditions.

Understanding of computer hardware and software as it applies to engineering concepts.

Exhibit diplomacy and judgment when working with residents, contractors, or other public officials.

Ability to prioritize work.

Abstract and logical reasoning.

Mechanical aptitude.

Ability to analyze safety situations.

Ability to train and guide others.

Ability to work independently or as a member of a team.

Ability to operate city vehicles on city streets and over uneven roads under construction.

PHYSICAL REQUIREMENTS:

Ability to lift minimal weight and transport minimal distance.

Hand and eye coordination to operate data collection equipment.

Hand and eye coordination adequate to input computer data and operate traffic control devices.

Exposure to extreme environmental conditions while conducting site inspections and collecting field data.

Ability to travel to field locations.

Ability to visually review engineering plans and reports.

Ability to operate a computer.

Ability to make and receive phone calls.

Mobility to travel to work/project sites.

Visual acuity to observe traffic conditions and flow.

Climb, walk, stoop, bend.

Ability to lift 20 pounds and transport 15 feet.

Ability to operate city vehicles on city streets and over uneven roads under construction.

SUPERVISORY RESPONSIBILITY (Direct & Indirect): None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.