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| JOB TITLE: | MANAGER OF TRAFFIC ENGINEERING & TRANSIT FACILITIES | DIVISION: | DISTRICT – PLANNING |
| REPORTS TO: | DIRECTOR OF PLANNING | EEO CATEGORY: | 02-PROFESSIONAL |
| FLSA: | EXEMPT | SAFETY-SENSITIVE: | NO |
| CLASSIFICATION: | NON-REPRESENTED | LOCATION: | SAN RAFAEL |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction from the Director of Planning, manages projects, leads and supervises staff or consultants and performs difficult and complex traffic engineering and transit facilities planning and design studies, investigations and analyses. Supports the department work program in the areas of: Short-Range and Service Planning, Long-Range Strategic Planning, and Facilities Planning. Can develop various transit plans and projects include complying with requirements of CEQA, NEPA, Title VI and ADA. Develops, executes, analyzes and summarizes complex planning, facilities or traffic engineering projects; and manages consultant efforts to accomplish such projects.

Essential Responsibilities

- Conducts regular personal contact with internal District staff to interpret planning policy and interacts frequently with outside transit partner agency representatives to exchange transit planning information, traffic data, or plans and specifications
- Regularly works with the public and other agencies to develop and implement District programs
- Develops project staffing requirements and timelines for both internal and consultant work
- Prepares official recommendations and informational reports for consideration by the general public, the District's Board of Directors, technical staff of the District or other agencies and other groups on technical and planning subjects.
- Responsible for preparing or assisting with verbal presentations to staff groups, public groups, and the boards of local municipalities; and advises District personnel on matters related to interactions with these groups
- Acts, when directed, as liaison between the District and other agencies on planning matters by reviewing outside reports, attending meetings, drafting correspondence and providing technical information to public agencies and other transit groups. May communicate with the general public on technical matters related to traffic engineering aspects or facility planning for District projects
- Prepares the scopes of work for planning projects to be undertaken by consultants; coordinates the process of consultant selection; provides technical liaison with consultants and coordinates contract administration



- May assist District engineering department with development of capital projects related to transportation support facilities
- Represents the Director of Planning in his absence at District meetings, meetings with other public agencies, and with the Planning Department
- May assign and supervise work of Senior Planners, Associate Planners and work with the ADA Compliance and Program Manager to achieve project results.
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- District policies and applicable Memorandum of Agreement (MOU)
- Basic traffic engineering principles as well as emerging industry guidelines for elements that could affect the District's Bridge and Transit operations
- High-level view of the District's operations in the areas of Bridge, Bus and Ferry operations
- Systems analysis, principles, practices and purposes of transit planning, statistical and research methods, bus, ferry and rail transit operations and development, and economics, financial analysis and budgeting
- Specifications as contained in the ASHTO Manual on Uniform Traffic Control Devices, and awareness of when actual transit operating conditions may differ from those specifications
- Project Management and contract administration
- Federal, state and local regulations related to transit operations

Ability to:

- Evaluate any of those three areas with regard to traffic analysis or facility improvements
- Solve problems at both the micro- and macro-level
- Demonstrate excellent verbal and written communications skills, with an emphasis on technical report writing
- Interpret and create plans, specifications and operational layouts
- Use computer systems and processes routinely and effectively, for general analytical and report writing tasks
- Collect, analyze and interpret transit and traffic operations data
- Analyze and make financial and operational recommendations as needed
- Work independently on a regular basis to achieve project goals
- Establish and maintain effective working relationships with District personnel, contractors, vendors and others
- Follow the safety and health rules and safe working practices applicable to the job



Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Planning, Engineering, or a closely related field; A Master's degree desirable
- Ten (10) years' full-time recent position related experience in traffic engineering, transportation facilities planning, or design, or a closely related field. Four (4) years of which must be in project management

Required Licenses:

- Must possess a Professional Engineer license (P.E.)
- Must possess and maintain a current, valid California Driver's License and a satisfactory driving record.
- Operates District Vehicles on a regular basis.

Physical Requirements: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities or to Bay Area locations to communicate to various groups. May conduct field inspections of facilities.