



## Town of Danville

### Transportation Manager

#### **DEFINITION**

The Transportation Manager carries out the day-to-day responsibilities related to municipal traffic engineering for the Town of Danville.

#### **SUPERVISION RECEIVED AND EXERCISED**

Position reports to the Transportation Services Director. Position assists with assignment of work for one Engineering Technician.

#### **ESSENTIAL JOB DUTIES**

- Conduct technical and administrative work in the functional areas of: traffic operations; traffic planning and design; and project review. Prepare scopes of work for traffic impact studies and review consultant-prepared studies.
- Coordinate interdepartmental responses to transportation and traffic projects. Work closely with engineering, maintenance, planning, and police staff on a wide range of municipal transportation and traffic issues. Respond to citizen inquiries, suggestions, and concerns for safety and/or solutions to unique traffic problems with a creative and professional use of acceptable traffic engineering standards. Review accident reports and prepare collision diagrams.
- Implement the Neighborhood Traffic Management Program. Conduct regular interdepartmental coordination meetings. Review and comment on new traffic signal plans, and assist with field inspection of new traffic signals. Implement traffic signal interconnect program. Monitor traffic signal operations and make proactive field adjustments and enhancements to traffic signals.
- Keep Transportation Services Director up-to-date on all traffic issues and projects. Prepare and make presentations at Town Council meetings. Implement problem prevention methods in the field through the prudent application of traffic engineering knowledge, standards, experience, judgment, and technique when installing and/or adjusting traffic control devices. Apply highway design standards, criteria and policies, utilize accident and traffic volume records and traffic control device inventory to produce a complete and creative solution to traffic problems.
- Performs duties within OSHA standards.

#### **OTHER DUTIES**

Manage transportation projects within the Town Capital Improvement program as

necessary. Apply for and secure funds for targeted transportation grants.

## **QUALIFICATIONS**

### **Knowledge of:**

- The Town's Statement of Purpose, Capital Improvement Program, Standard Plans, General Plan, and Specific Plans, and the Town's organizational structure.
- Knowledge of fundamentals of traffic engineering, including: human and vehicular characteristics; intersection and roadway capacity; transportation impact studies; traffic signal operations; intersection design; residential street design and traffic control; on- and off-street parking; traffic control devices; traffic signal operations at isolated intersections and coordinated signal systems; and site planning.

### **Ability to:**

- Prepare clear and concise written reports and correspondence.
- Make presentations before the Town Council and other organizations.
- Facilitate meetings.
- Layout and design a wide variety of traffic implementation plans.
- Establish and maintain effective working relationships with fellow employees and outside agencies in a team approach, and with the public at large, during the performance of required duties.

## **EXPERIENCE AND EDUCATION**

### **Education:**

This position requires a combination of experience, education and unique abilities to adequately perform the required duties. Bachelor's Degree in Civil Engineering (or other related engineering discipline), and five years of increasingly responsible experience in transportation planning and/or traffic engineering. Other specialized traffic training, licensure, etc., helpful to the position of Traffic Engineer.

Course work in the principles of traffic engineering. Specialized course work in the field of traffic signal operations, traffic volume and accident monitoring/surveillance, highway capacity and design, and other Course work related to the improvement and development of traffic systems and techniques. Course work and familiarity in the area of traffic field studies, maintenance techniques and traffic record-keeping systems.

Knowledge and skills in other areas of the Town government and the interdepartmental working relationships necessary to interact effectively with them in achieving traffic goals and objectives as a team effort. Basic computer knowledge and operation. Familiarity with traffic engineering software.

TRAFFIC ENGINEER

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**LICENSE/CERTIFICATION**

Possession of a valid California State Driver's License.

Registration as a Traffic Engineer desired but not mandatory.

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