



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSOCIATE TRAFFIC ENGINEER
Class Specification

JOB SUMMARY

Under direction, performs professional traffic engineering and transportation planning work in developing plans for facilitating traffic movements, accident prevention, parking, traffic signals and signage.

SUPERVISION RECEIVED

The Associate Traffic Engineer receives general supervision from the Director of Public Works or his/her designee

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.

- Perform in depth research and analysis on assigned project;
- Perform technical design of traffic engineering systems including construction drawings and project specifications;
- Prepares city council agenda documents and contract document for review by appropriate support staff;
- Prepares bid documents and recommendations for the award of public works projects, including the construction of streets, sewers, storm drains, traffic signals, and other community development projects;
- Attend and participate in pre-bid and pre-construction meetings;
- Act as a project manager for various traffic engineering projects, including reviewing invoices and change orders, and answers and solves any issues, problems and/or concerns that arise from the project;
- Prepare intersection signal, channelization design, street striping & signing plans.
- Review and approve traffic control plans;
- Assists in preparing and administering grant(s) applications for Public Works program funding and ensuring compliance with appropriate guidelines and regulations;
- Conducts detailed research and prepares reports and recommendations on complex transportation engineering matters;
- Oversee traffic control preparation for special events; design traffic control plans to ensure appropriate set-up of detours/lane closures;
- Review and prepare reports with recommendations in response to public complaints and requests concerning signal timing, traffic signs and signal installation;

- Conduct field investigations and work with residents and other external parties regarding traffic concerns; analyze traffic information and develop sound conclusions and recommendations; implement improvements when warranted;
- Makes presentations to community groups and the public regarding construction projects and other City programs;
- Represents the City in meetings regarding engineering matters with contractors, developers, private engineers, other agencies, property owners, and citizens;
- Maintains regular contact with consulting firms, material manufactures and government agencies such as Caltrans, L.A. County, MTA, etc.;
- Sign and stamp temporary traffic control, striping, signage, and traffic signal plans and documents; and,
- Performs other duties are required.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from an accredited college or university with a Bachelor's degree in civil engineering, traffic or closely related field; and,
- Four (4) years of progressively responsible civil engineering experience with at least two (2) years of required experience performing professional engineering design, and public works project administration in municipal government.

Licenses, Certifications and/or other Special Requirements

- Possession of a valid Engineer-in-Training Certificate from the State of California for Professional Engineers;
- Valid California Class C drivers license and ability to maintain insurability in compliance with city's policy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer-aided design and drafting principles and techniques;
- Knowledge of engineering computer applications currently in use by the City;
- Knowledge of traffic signal design, operations, and other traffic engineering industry standard practices;
- Knowledge of mathematics as applied to technical engineering work, including algebra, geometry and trigonometry;
- Knowledge of City codes and ordinances, and various rules and regulations affecting departmental operations;
- Knowledge and experience in applying for and securing grants;
- Ability to perform complex, precise mapping and drafting from verbal and written instructions;
- Ability to compile and analyze data, and prepare reports from said data;
- Ability to read and interpret legal descriptions, engineering drawings and survey notes;
- Ability to perform complex mathematical computations with speed and accuracy;
- Ability to perform engineering computations;

- Ability to operate office and other equipment including a computer, plotter, scientific calculator, fax machine, blueprint machine, copier, computer tools and drafting instruments;
- Ability to understand and carry out oral and written directions;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective relationships with co-workers, other City employees, representatives from outside agencies and the public;
- Ability to exercise tact and diplomacy relative to public inquiries and requests for information;
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Services Status: Classified
Range 37
CSC Approval: 12/19/2024