

# South Jordan City

## Job Description

**Title:** Deputy City/Transportation Engineer    **Effective Date:** 7/2/18  
**Org:** 100410    **FLSA:** Exempt/Professional  
**Pay Grade:** 27    **Workers Comp:** Municipal

### GENERAL PURPOSE

Provide leadership, direction, management, supervision and coordination of activities of the Engineering department's programs involved in traffic, transportation, and permitting including land development reviews and approvals, capital improvement design, City master planning and construction management for all City capital improvement projects, and Public Works construction inspections.. Provide professional traffic and transportation engineering services to ensure that the City grows and develops in a manner that is consistent with its mission statement and service values

### SUPERVISOR

Director of Development Services/City Engineer

### POSITION(S) SUPERVISED

Supervising Senior Engineer  
Construction Manager as assigned

### ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Provide professional leadership and direction to the Engineering Division; recommend and implement goals, objectives, and practices for providing an effective and efficient engineering services to be consistent with the City's mission and service values.

Provide management, direction and coordination of the personnel assigned to the department by selecting, supervising, training, mentoring and evaluating staff. This position will identify and respond to community, city and public services' issues, concerns, and needs and will establish and maintain cooperative working relationships with other departments, City Officials, outside agencies, and the general public.

Provide professional engineering leadership and direction and provide professional engineering, approvals, design, and construction administration as required by the City.

Coordinate the organization, staffing and operational activities for the traffic engineering and transportation programs including studies, surveying and plan review.

Participate in the development and implementation of goals, objectives, policies and priorities for the traffic-engineering program; identify resource needs; recommend and implement policies and procedures.

Administer the development of plans, specifications and estimates for the installation of traffic signals, signs and streetlights.

Review plans and specifications, designs, reports and studies for compliance with sound transportation/traffic engineering principles; review and approve City traffic signal, signing and striping plans; review and approve traffic/transportation studies.

Conduct traffic surveys; analyze traffic collision reports; identify high accident locations; take corrective actions.

Administer speed surveys on various streets; participate in establishing speed limits.

Direct, coordinate and review the work plan for the traffic-engineering program; coordinate with staff to identify and resolve problems; assign work activities and projects; evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Operate, maintain, and utilize traffic software programs to upgrade master plans; simulate model and analyze proposed developments, traffic studies and traffic related projects.

Participate in the development and administration of the traffic program budget; forecast funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate the activities of the traffic-engineering program with those of other divisions, outside agencies and organizations.

Prepare, adopt, and coordinate the citywide neighborhood traffic-calming program.

Prepare and present staff reports on City traffic needs to the City Engineer, Mayor, Planning Commission and City Council.

Conduct a variety of investigations and organizational and operational studies; recommend modifications to traffic engineering programs, policies and procedures.

Coordinate and oversee all transportation planning including South Jordan City's interaction with neighboring cities, Salt Lake County, Jordan School District, Wasatch Front Regional Council, UTA, UDOT and the Federal Government.

Provide traffic safety information to schools, consultants, contractors, developers and engineers.

Respond to and resolve citizen and traffic related inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of development engineering.

May oversee the work of lower level engineers and technicians.

Act as the department's director and City Engineer as assigned.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree from an accredited college or university with major course work in civil engineering;

AND

B. Six (6) years of progressively responsible experience directly related to above duties; two (2) years of which must have been in supervisory capacity;

2. Special Qualifications:

Valid Utah Class D Driver License.  
Licensed Professional Engineer (PE) in the State of Utah.

3. Knowledge, Skills and Abilities:

Knowledge of computerized engineering systems and instruments (CAD) and related peripheral equipment; software applications and basic programming related to specific engineering software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; uniform building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; principles and practices of supervision and worker motivation; interpersonal communication skills; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management.

Operational characteristics, services and activities of a traffic engineering and maintenance program.

Modern and complex principles and practices of traffic engineering as it relates to the design of effective control plans.

Principles and practices of transportation planning, traffic engineering and administration.

Project management theory, principles, practices, and their application to a wide variety of traffic engineering projects.

Operations and applications of traffic control devices.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and Local laws, codes, regulations and policies governing assigned duties.

Skill in diplomacy and cooperative problem solving.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively verbally and in writing; ability to plan, organize, and direct the affairs and operations of a division engaged in a variety of complex public works projects; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Frequent local travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Engineering</b>	<b>EEOP Class:</b>	<b>Prof</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>450/480</b>