



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
SENIOR TRANSPORTATION ENGINEER

Classification Specification
(Classified)

DEFINITION

Under general direction, performs a variety of complex administrative and professional engineering duties in the design, investigation, construction and maintenance of Public Works and surface transportation related projects.

SUPERVISION RECEIVED

Works under the general direction of the Chief of General Services and Public Works.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

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

1. Reviews, supervises and participates in the preparation of surface transportation engineering plans and specifications.
2. Reviews private project development street and drainage plans for compliance with codes, regulations and standards and adequacy of applications for issuing permits.
3. Reviews and evaluates transportation and traffic impacts in conjunction with private development proposals, permits, re-zoning plans and suggests solutions in compliance with sound traffic engineering practice.
4. Prepares intersection signal, channelization design, street striping & signing plans.
5. Studies and recommends Traffic Control devices and curb paintings.
6. 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.
7. Manages and administers construction contracts subject to federal and state regulations.
8. Supervises the work of subordinate engineering personnel and supervises overall functions of the Engineering Division in the absence of the Chief of General Services and Public Works.
9. Conducts detailed research and prepares reports and recommendations on complex transportation engineering matters.
10. Makes presentations to community groups and the general public regarding construction projects and other City programs.
11. Represents the City in meetings regarding engineering matters with contractors, developers, private engineers, other agencies, property owners, and citizens.
12. Negotiates consultant contracts and oversees and coordinates the work of consultants to

- ensure conformance with City requirements.
13. Assists in the preparation of the department budget.
 14. Maintains regular contact with consulting firms, material manufactures and government agencies such as Caltrans, L.A. County, MTA, etc.

DESIRED MINIMUM QUALIFICATIONS

Knowledge and Abilities

1. Knowledge of municipal public works administration, planning, design and construction.
2. Ability to prepare plans, specifications and engineering estimates for complex public works projects.
3. Ability to prepare reports and contract documents and to supervise construction contracts.
4. Ability to supervise and motivate subordinate personnel.
5. Ability to coordinate closely with and direct contractors and consultants.
6. Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

Education, Training and Experience

1. Bachelor's degree from an accredited university in civil engineering or a closely related field; and
2. Six (6) years of experience performing professional level civil engineering work; or
3. A combination of experience and education that clearly demonstrates the ability to perform the required duties of the position.

License

1. A valid California motor vehicle operator's license is required; and
2. Possession of a certificate of registration as a traffic engineer in the State of California is required.
3. A Civil Engineering License is *highly desirable*.

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.

WORK ENVIRONMENT

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.