

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRAFFIC OPERATIONS MANAGER

Department: Office of the County Engineer
Pay Grade: 117
FLSA Status: Exempt
Job Class: 2079
Risk Code: 8810

JOB SUMMARY

This is an advanced engineering and administrative position which will be directing the activities of the Traffic Operations Section within the Office of the County Engineer. The single position allocated to this classification reports to the County Engineer or the Deputy County Engineer. Work in this class is distinguished from other classes by its administrative and section managerial responsibility.

ESSENTIAL JOB FUNCTIONS

- Manages the personnel and activities of the Office of the County Engineer's Traffic Section including Signs, Pavement Markings, Signals, ATMS, and Traffic Engineering activities.
- Develops and updates the County's 5-Year Transportation Improvement Program related to Traffic improvements.
- Answers inquiries from the general public, administrators, and public officials on the phone, in person, and/or in writing.
- Reviews subdivision and site plans submitted by consultants.
- Represents the Department at the TPO Technical Advisory Committee.
- Manages design contracts performed by private consulting firms.
- Coordinates traffic and transportation engineering activities with Federal, State, County, TPO, and City agencies and departments and consulting engineers.
- Serves as public information source on traffic and transportation engineering activities for the media and general public.
- Prepares reports, studies, letters, purchase requests, ordinances, and other written correspondence.
- Plans, designs, and conducts field reviews of all traffic operations activities, including traffic signal installations, signal systems, traffic signs and markings, and parking operations.
- Develops short and long-term operational plans. Evaluates new and existing procedures and activities based on current or future needs and trends.
- Prepares, submits and monitors annual section budget.

- Assists in formulating policies and operating procedures.
- Performs timely, fair and non-discriminatory evaluation of performance of employees under their supervision.
- Recommends selection, promotion, discharge, and other appropriate personnel actions.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with indirect supervision of field staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor degree in civil engineering or related field and seven (7) years of progressively responsible related experience with three of those years in a supervisory capacity, or an equivalent combination of education.

Licenses or Certifications:

- Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Advanced Maintenance of Traffic
- IMSA Signals Level II (not required to be renewed)
- IMSA Signs and Markings Level II (not required to be renewed)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents,
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentage, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specification, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy and analysis.
- Thorough knowledge of street design and geometrics as they relate to traffic operations.
- Considerable knowledge of current developments and literature in the field of traffic operations.
- Knowledge and ability to effectively administer policies, procedures, and practices.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Demonstrable, working knowledge of computers and relevant software.
- Ability to plan, manage, assign, direct, and review work of a large number of employees directly and through subordinate supervision.
- Ability to work effectively with elected officials, charter officers, department heads, other county employees, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to keep records and prepare reports.
- Ability to train, develop, and supervise subordinates.
- Knowledge of procedures, methods, and practices of conducting traffic engineering studies in connection with traffic control and traffic planning; of equipment and materials utilized in Traffic Operations Management studies and in traffic control; of inventory methods and record control.
- Knowledge of application of study data to the design of intersections and channelization. Knowledge of engineering principles as related to roadway design.
- Knowledge of standards and practices relating to roadway signing and marking, traffic signalization, traffic sampling technique and implementation, intersection and interchange design, origin and destination studies, ATMS technologies and systems, pavement markings, personnel management, the Manual on Uniform Traffic Control Devices, and Land Development Codes.
- Strong organizational skills, and the ability to communicate clearly and concisely both orally and in writing, and the ability to prioritize and analyze data, and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, and lift up to fifty pounds; will regularly be required to sit, use hands to finger, handle, or feel, and lift up to twenty-five pounds; and will frequently be required to talk or hear. Special vision requirements are close, distance, and color vision and depth perception.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles, vibration, and outdoor weather conditions. Work may require performing tasks in and around heavy traffic.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*