



## ASSOCIATE TRAFFIC ENGINEER

**Department:** Planning and Public Works  
**Job Class #:** 901000  
**Pay Range:** Professional 20

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible administrative and technical engineering work performed for the Department of Planning and Public Works, Transportation Services, Traffic Division. An employee in this position oversees administrative and technical functions of the traffic engineering section in accordance with established plans, policies and objectives of the Division.

**SERIES CONCEPT:** This class is the first level supervisory position of the Traffic Engineer job series. The job series consists of the Traffic Engineer and Associate Traffic Engineer. The Traffic Engineer is distinguished from the Associate Traffic Engineer by having greater administrative and division management responsibilities over the Traffic Engineering Section and the Traffic Operations Section.

### **ESSENTIAL FUNCTIONS:**

- Supervise technical and administrative functions in the Traffic Engineering Section of the Traffic Division.
- Provide leadership and direction to the professional and technical staff of the section responsible for traffic engineering programs and functions.
- Assist the County Traffic Engineer in leading and directing the operations of the Traffic Division. May function as the County Traffic Engineer in his/her absence.
- Develop, implement, and review ongoing programs, policies, procedures, and practices in the traffic engineering section.
- Review road improvement plans to determine requirements for traffic control devices, and number and type of traffic lanes.
- Oversee the review of proposed land use developments for possible traffic impacts on the County road system, and the development of recommendations for mitigating measures and conditions for development.
- Make recommendations on matters relative to the placement of signs and street and curb pavement markings.
- Supervise designs of proposed physical traffic facilities such as roadway channelization, striping, and traffic islands.
- Prepare plans, specifications and estimates for the construction and installation of traffic signal and illumination systems.
- Perform professional traffic engineering work and comprehensive traffic engineering studies.
- Supervise the investigation and analysis of traffic conditions to determine appropriate traffic control measures.
- Perform routine studies to determine efficiency of traffic control installations.
- Investigate and analyze complaints and recommends action to be taken through written and oral reports to the County Traffic Engineer.
- Develop and make recommendations relative to traffic safety measures which are responsive to public needs.
- Oversee investigation and analysis of traffic accident records and recommends corrective action.
- Schedule and assign employees; approve or denies use of sick leave, vacation time, and overtime.

**ASSOCIATE TRAFFIC ENGINEER**  
**Classification Description – Pierce County**  
**Page 2**

**ESSENTIAL FUNCTIONS: (continued)**

- Train and educate staff on criteria and standards of section. Provide engineering guidance to staff and make engineering recommendations to County officials and other departments.
- Develop, monitor, and control the section's budget.
- Coordinate the section's activities with other sections, departments, and jurisdictions.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general guidance and supervision of the Traffic Engineer, who reviews work through regular contact, conferences, reports, and overall evaluation of results achieved. The Associate Traffic Engineer provides supervision to Civil Engineers and Engineering Technician staff and oversees traffic engineering administrative functions.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work is performed in an office and out in the field at various job locations. Travel to work locations, job sites, and to meetings is required. This position is subject to standing, walking and observing work being performed along side roads and in or near traffic.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting for prolonged periods, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Requires driving to various work locations or to other county locations, to related cities, or state agencies. The work includes prolonged periods of observing or inspection of work and may involve exposure to inclement weather and potentially hazardous road and terrain conditions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Principles and practices of traffic engineering.
- Traffic laws and regulations relating to traffic control devices.
- Principles of design of physical facilities for controlling traffic movement.
- Principles and practices of public administration, organization and personnel management.

**Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving
- Use and operations of a personal computer and associated software programs.

**ASSOCIATE TRAFFIC ENGINEER**  
**Classification Description – Pierce County**  
**Page 3**

**KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

**Ability to:**

- Make sound analyses of complex traffic problems on the basis of fact and observations.
- Perform analytical studies and surveys to substantiate plans, findings, and recommendations relative to traffic control and safety.
- Effectively assign, evaluate, and supervise professional, technical, and administrative staff.
- Plan and lay out work with other engineers, contractors, and sub-professional traffic engineering employees.
- Prepare, use, and interpret complex plans, maps, specifications, special provisions and reports.
- Apply approved engineering methods and standards to the planning, review, design, operation, and construction of traffic control devices.
- Establish and maintain effective working relationships with County officials and employees at all levels of the organization, and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff, including subordinate supervisors.
- Communicate effectively verbally and in writing with a wide range of people from diverse social, cultural, ethnic, educational, and economic backgrounds.
- Perform multiple tasks and meet assigned deadlines in a timely matter.
- Meet the travel requirements of the position.
- Physically perform the essential job functions.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with major course work in civil engineering and specialization in traffic/transportation engineering. Five or more years experience in traffic and transportation engineering.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. Certification as a Professional Engineer by the State of Washington. Possession or the ability to obtain a valid Washington State Driver's License.