



CITY OF FLAGSTAFF VACANCY ANNOUNCEMENT

“Service at a Higher Elevation”

Date Posted: October 21, 2016
Vacancy No: 013-16-03
Position Title: Transportation Engineering PM
Division / Section: Community Development / Engineering
Closing Date: November 18, 2016
Position Status: Full-Time, FLSA Exempt, Benefits Eligible
Work Week: Monday – Friday; Winter Hours 8am-5pm, Summer Hours 7am-4pm
Salary Range: Full Salary Range: \$54,013.02 - \$96,026.94

Note: criteria is required for advancement (see associated Zone Change Checklist for details):

<http://www.flagstaff.az.gov/DocumentCenter/View/40274>

Recruitment: AZ League; Govtjobs.com; AZITE; WesternITE; ITE; ASCE; ITSASZ.org;
Engineerjobs.com; NAU; ASU; UofA;

Additional Information:

The City of Flagstaff is seeking a professional, highly motivated and articulate individual to join our Transportation Engineering Team as a Transportation Engineering Project Manager. The successful candidate will be a positive influence on day-to-day operations, have a ‘can-do’ attitude, and be comfortable with a hands-on and proactive team approach to solving problems. The ideal candidate will have strong interest in multiple facets of traffic and transportation engineering, while exhibiting exceptional interpersonal skills with the public, interdisciplinary teams, and consultants alike.

Actively supports and upholds the City’s stated mission and values. The Project Manager position is part of a broadband series in which incumbents are responsible for performing a wide variety of tasks. Duties range from routine to the most complex of project management responsibilities requiring incumbents to take initiative, make judgment calls, and make decisions for the projects/processes for which they are assigned. There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on progressive responsibility and experience, continuing education, and professional development, and in some cases, certifications.

This position is supervised by the City Traffic Engineer, and is a key position in the Transportation Engineering Program of the Engineering Section of the Community Development Division.

This position is FLSA exempt.

EXAMPLES OF THE WORK PERFORMED (This is a representative sample of entry level duties; position assignments vary as the incumbent progresses through zones in the band.)

- Provides excellent customer service to both internal and external customers.
- Determines traffic and parking control needs, and prepares and approves work orders for City sign & paint crews to implement.
- Prepares policies, guidelines and procedures for Transportation Engineering and Public Works Division staff.
- Reviews Inter-Divisional Staff (IDS) agenda items and Capital Improvement and Private Development design and construction plans for compliance with traffic engineering codes and standards.

- Determines scope of required traffic impact analyses for private development and capital improvements projects, and reviews them to determine requirements for mitigation of traffic impacts.
- Prepares requests to the Flagstaff Metropolitan Planning Organization (FMPO) for transportation planning model outputs for use in Traffic Impact Analysis preparation.
- Prepares reports for and makes presentations at Transportation Commission meetings.
- Solicits citizen input and assists community groups on traffic issues, performs analyses, and works toward mutual resolution, on a proactive basis, and attends public meetings as required.
- Reviews signalized intersection operations throughout the City on a regular basis, correcting issues related to proper operations and safety based upon engineering judgment and current traffic engineering practice.
- Assists in the development, maintenance and operation of computerized transportation planning model.
- Represents City engineering concerns and coordination at Arizona Department of Transportation (ADOT) field reviews, scoping meetings, and project development meetings to assure proposed ADOT projects interact, but do not conflict, with City facilities.
- Performs a wide variety of special assignments relating to the City Transportation Engineering Program and the FMPO.
- Conducts detailed plan review to assure compliance with original project scope, regulatory requirements, and sound engineering practice.
- Assists the general public and other City staff that have transportation engineering related problems or concerns that require technical advice, response, research, and/or recommendations.
- Develops and presents technical data and recommendations to both technical and non-technical staff.
- Performs a wide variety of special assignments to help with specific Division/Section-wide initiatives.
- Performs field review and assessments.
- Performs field sampling and field inspection duties.
- May assist other staff and programs as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of modern principles and practices, and current literature and research in the field of civil engineering and transportation engineering.
- Working knowledge of modern methods and techniques as applied to the design, engineering, construction, and maintenance of public works facilities such as traffic control devices, streets, curb and gutter, drainage, and utilities.
- Ability to creatively solve problems of a complex nature.
- Ability to provide excellent customer service by being attentive, respectful and timely in working with a wide variety of clients.
- Thorough knowledge of the traffic laws and regulations related to municipal traffic engineering and the Arizona Revised Statutes.
- Extensive knowledge of the principles and practices of transportation engineering to include modern methods and procedures and thorough knowledge of national and state standards and policies such as the Manual on Uniform Traffic Control Devices, AASHTO design guidelines and Arizona Department of Transportation design standards and Policies, Procedures and Guidelines.
- Skills and abilities in making engineering computations and estimates in reviewing plans and engineering design reports, conducting engineering field inspections, and performing private development and traffic project management.
- Skills and abilities in conducting civil and traffic engineering research work and in writing technical reports.
- Ability to evaluate technical engineering information and statistics and to arrive at valid decisions based on such data.
- Ability to use, evaluate and provide work direction to engineering personnel on complex engineering software.
- Ability to present and defend engineering concerns at public citizen meetings, to citizens, contractors, consultants, and designers; occasionally under resistance situations.
- Ability to communicate and coordinate engineering matters with other divisions, sections, and individuals involved in the review and project management process.
- Ability to establish and maintain effective working relationships with other employees, other agencies, developers, consultants, contractors, and the general public.
- Ability to manage effectively, the resources available for successful completion of projects including the ability to prepare and monitor project budgets and schedules.
- Ability to coordinate, monitor, and review professional and technical staff services and establish and maintain effective, productive relationships in a team environment.

- Working knowledge of commonly accepted reference documents and methodologies.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Civil Engineering with additional course work in Transportation Engineering or Transportation Planning, or a combination of relevant Transportation Engineering experience and specialized training to satisfactorily execute the tasks assigned to this position.
- Three years of experience as a Transportation Engineer, Transportation Planner, or similar.
- Experience with applicable computer systems and software, such as: Word, Excel, Access, Powerpoint, Synchro, Simtraffic AutoCAD, TransCAD, Highway Capacity Software, ArcGIS, RODEL, TRAX Pro, and PETRA Pro.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Master's degree in Civil Engineering, Transportation Engineering, Transportation Planning, or a related field.
- Professional training specializing in transportation planning.
- Experience in public works related operations and maintenance.

OTHER REQUIREMENTS

Must possess, or obtain upon employment, a valid Arizona Driver's License

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to sit, talk, hear, and occasionally required to stand, walk, use hands or fingers to handle or feel, reach with hands and arms, reach with hands and arms while bending, climb or balance, stoop, kneel, and crouch, or crawl.
- The employee must regularly lift 10 pounds and occasionally lift up to 25 pounds.
- Vision requirements for this position include: close vision, distance vision (clear vision at 20 ft. or more), peripheral vision, depth perception, and the ability to adjust focus.
- Working conditions include occasional outdoor weather conditions and risk of electrical shock.
- The noise level in the work environment varies from quiet conditions (office environment) to moderate noise (light traffic).

Pre-employment Physical Requirements:

None.

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

For application materials:

Visit: Human Resources
Monday – Friday 8 AM – 4 PM at:
211 W. Aspen Ave., Flagstaff, AZ 86001
Call: (928) 213-2090 or
1 (800) 463-1389
Fax: (928) 213-2089
Website: www.flagstaff.az.gov
Email: human.resources@flagstaffaz.gov

Applications are due to Human Resources by
4 PM on the closing date
regardless of the postmarked date.



The City of Flagstaff is an EEO/AA employer.
AmeriCorps, Peace Corps and other national service
alumni are encouraged to apply.