



CITY OF SAN LEANDRO  
invites applications for the position of:

# Senior Transportation Engineer

An Equal Opportunity Employer

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**SALARY:**

Monthly  
\$10,462.00 - \$12,715.00

**OPENING DATE:** 02/17/20

**CLOSING DATE:** 03/16/20 05:00 PM

**THE POSITION:**

Employment Lists shall remain in effect for one year, unless terminated or exhausted. The Employment List generated from this recruitment may be utilized to fill future vacancies while the List remains active.

The Engineering and Transportation Department is responsible for the administration of all professional engineering services for the City, including traffic and transportation engineering. The professional engineering services provided include administration, design and implementation of the City's Capital Improvement Program (CIP) and technical support for various public improvements. The department provides engineering construction inspection and review of all permits for subdivisions and private development projects. Traffic and transportation engineering services include transportation planning, geometric design of streets, traffic signals, and markings for safe and efficient traffic circulation. To carry out these duties, the Engineering and Transportation Department is comprised of three divisions: Administrative Services, Project Development, and Land Use.

**Position Definition:** Under direction of the Principal Engineer, provides oversight and/or manages major strategic initiatives; manages the City's Traffic Operations Center; plans, assigns and reviews the work of transportation engineering staff; performs technical evaluations related to traffic operations in the City including signal system operations, streetlight system operations, manages neighborhood traffic calming efforts; performs complex and advanced transportation related studies; provides overall support to the Engineering and Transportation Director; and performs related work as required.

**Distinguishing Characteristics:** This is an advanced level engineering classification. Work in the class is distinguished from that of lower classes by the management responsibilities performed in overseeing a group of engineering personnel and/or for assigning, reviewing, and managing work on projects and initiatives. The Senior Transportation Engineer may work as a project leader on major projects, programs, or initiatives.

**Supervision Exercised and Received:** Exercises general and limited supervision over assigned engineering professional, technical and support staff or assigned clerical staff and/or consultants. Receives general supervision from management and/or supervisory staff.

**DUTIES AND RESPONSIBILITIES:**

***Essential Functions:*** The functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

- Provides advice and technical assistance to City and Department management and staff, commissions and committees, and the public on traffic and transportation matters;
- Analyzes transportation issues and problems; prepares various types of transportation studies by evaluating traffic generation factors and traffic flow patterns; coordinates and participates in traffic and parking data collection and tabulation;
- Participates and supports transportation planning efforts and the preparation of designs, plans, specifications and estimates for installation, removal, replacement or modification of traffic signals, traffic signs, street lights, and other traffic control devices, systems and markings to ensure the safe and effective flow of traffic along City streets;
- Reviews land development applications and traffic impact reports for adequacy of traffic projections, impact analysis, impacts on traffic circulation patterns, conformance with existing City, State, and federal traffic design regulations and generally accepted traffic circulation and control principles and practices;
- Prepares grant applications for Federal, State, regional or other funding; manages grants to ensure compliance with all funding program requirements;
- Issues Work Orders for new or changed traffic control devices; responds to public requests for traffic control changes; monitors the work of the Public Works staff during installation;
- Assists with and conducts complex transportation engineering projects and activities; prepares recommendations for traffic signal timing and coordination improvements; and supervises and participates in collecting, tabulating and analyzing traffic information; creates and maintains complex computerized spreadsheets and databases, and operates specialized traffic computer programs and software including transportation models;
- Supervises the City's Neighborhood Traffic Calming program and makes recommendations for traffic calming measures as appropriate;
- Provides staff support to boards or commissions; participates on boards and committees as assigned; prepares and makes presentations; coordinates responses to inquiries from the public, City Council, City Manager and City staff relative to traffic operations issues;
- Monitors developments and trends in the traffic control industry and recommends and implements policy, procedure, and/or physical improvements;
- Drafts clear and concise reports, and makes oral presentations before citizen groups, the City Council, and other groups; communicates technical information fluently to non-technical audiences;
- Follows all safety rules and protocols included in the Injury and Illness Prevention Program; takes appropriate action as required to identify and correct safety hazards and report safety concerns to his/her supervisor; and
- Performs required duties under the City's disaster response plan including supporting disaster preparedness activities.

***Non-essential Functions:***

- Performs other related duties as assigned.

## **QUALIFICATIONS:**

### ***Minimum Qualifications***

#### ***Knowledge of:***

Principles and practices of civil, transportation engineering, and traffic forecasting/planning as applied to municipal public works, including but not limited to, capital project design, construction means and methods, traffic operations, and land development impact analysis;

Current State/federal regulations and land use requirements related to traffic analysis and operations;

Principles and practices of supervision, training and personnel management;

Principles and practices of policy development and implementation;

Principles and practices of business correspondence and report writing; and

Budgeting procedures and applications.

#### ***Ability to:***

Use computer software including Windows/Office, automated permit tracking systems and other applicable software applications;

Manage, supervise and train engineering support staff on assigned projects;

Work cooperatively in an innovative team environment;

Effectively resolve customer concerns or complaints in a diplomatic, empathetic, and solutions-oriented manner;

Organize and manage multiple tasks concurrently;

Interpret, explain, and/or implement pertinent departmental, local, State, and federal laws, rules, regulations, policies and procedures;

Establish and maintain a positive attitude and effective working relationships with those contacted in the course of work; and

Communicate clearly, concisely, and logically both orally and in writing.

***Experience and Education Guidelines:*** *Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:*** Bachelor's degree from an accredited college or university with major course work in civil, traffic and/or transportation engineering or a closely-related field.

***Experience:*** Four years of relevant increasingly responsible professional civil, transportation or traffic engineering experience including modeling, design, estimating, and inspection related to compliance with applicable Federal, State and local regulations including a minimum of two years of project management and supervisory experience.

**Licenses/certifications/other requirements:** Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, seminars and conferences. Classification requires the possession and continued maintenance of a valid class "C" California driver's license for operating a motor vehicle.

Possession and maintenance of Certificate of Registration as a Professional Traffic Engineer in the State of California and/or Certificate of Registration as a Professional Civil Engineer in the State of California. Registration as a Professional Traffic Operations Engineer (PTOE) is highly desirable.

**Conditions of Work:** During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, temperature changes, dust, fumes/smoke/gasses, noise, electrical energy, computer monitor use, working alone or with other individuals.

**ADDITIONAL INFORMATION:**

**Salary and Benefits:** The current monthly salary range for this position is \$10,462.00 - \$12,715.00. Employment may begin at any step of the range, depending upon the qualifications of the person selected. For benefit information, please refer to the Human Resources tab on the City of San Leandro website [www.sanleandro.org](http://www.sanleandro.org). This position is represented by the San Leandro Management Organization (SLMO).

**Application and Selection Process:** Apply online by scrolling to the top of the job posting and clicking on the "Apply" link. Completed applications must be on file with the Human Resources Division by **Monday, March 16, 2020 at 5:00 p.m.**

**Important:** Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted to be considered for this position.

Based on a review of the applications, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time, and place of examination(s).

The selection process will consist of the following schedule:

**Week of March 30, 2020 - Structured Oral Interview and/or Practical Exercise (weighted 100%).** Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the Eligible List. No make-up dates will be offered.

Departmental Interview dates are to be determined.

The selected candidate will be subjected to a background investigation which may include, but is not limited to, a personal and employment history assessment, criminal history check, financial background check, medical, polygraph, psychological testing, and verification of a valid California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

A one-year probationary period, which is an integral part of the selection process, is used to observe and evaluate the employee's ability to effectively and responsibly perform the duties of the position.

**Americans with Disabilities Act:** In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

**Disaster Service Worker:** All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

**Mission Statement:** We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

**Retirement:** The City of San Leandro contracts with the California Public Employees' Retirement System (CalPERS).

**Veteran's Preference:** If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

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Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>

OUR OFFICE IS LOCATED AT:

835 East 14th Street  
San Leandro, CA 94577

510-577-3396

510-577-6089

[tjohnston@sanleandro.org](mailto:tjohnston@sanleandro.org)

Job #2020-12

SENIOR TRANSPORTATION ENGINEER

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## Senior Transportation Engineer Supplemental Questionnaire

- \* 1. Do you possess a bachelor's degree from an accredited college or university with major course work in civil, traffic and/or transportation engineering or a closely-related field?  
☐Yes   ☐No
  
- \* 2. Do you possess at least four years of relevant increasingly responsible professional civil, transportation or traffic engineering experience including modeling, design, estimating, and inspection related to compliance with applicable Federal, State and local regulations including a minimum of two years of project management and supervisory experience?  
☐Yes   ☐No
  
- \* 3. Possession and maintenance of a Certificate of Registration as a Professional Traffic Engineer in the State of California and/or a Certificate of Registration as a Professional Civil Engineer in the State of California is a requirement for this position. Select your response from the choices below.  
☐ I possess a Certificate of Registration as a Professional Traffic Engineer in the State of California.  
☐ I possess a Certificate of Registration as a Professional Civil Engineer in the State of California.  
☐ I possess BOTH a Certificate of Registration as a Professional Traffic Engineer and a Certificate of Registration as a Professional Civil Engineer in the State of California.  
☐ I do not possess either Certificate listed above.
  
- \* 4. Describe your supervisory experience prioritizing, coordinating, and directing the work of staff.
  
- \* 5. Describe your experience in implementing Intelligent Transportation Systems (ITS) measures.
  
- \* 6. Describe your experience evaluating traffic impact reports utilizing either Vehicle Miles Traveled (VMT) or Level of Service (LOS).
  
- \* 7. Describe your experience developing a Roadway Safety Plan.
  
- \* Required Question