

**PUBLIC POSTING**

**JOB DESCRIPTION**

**Project Engineer: Traffic**

**Pay Range A10**

**Department of Public Works, Division of Engineering**

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**Job Title: Project Engineer**

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**Reports To: Director of Public Works**

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**Assists in the supervision of: Inspectors and Engineering Technicians**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

*The main focus of this position is to provide guidance and planning for all traffic-related projects and procedures for the Department of Public Works, to supervise, aid and train staff to carry out programmatic responsibilities and to support the city engineer in maintaining and providing appropriate, cost-effective infrastructure and facilities for the residents of the City of Sandusky. Work is performed under direction and supervision from the director of public works and given considerable latitude for independent judgment and discretion. Person in this position must be willing to work with other project engineers and consultants in developing projects of various engineering disciplines that may fall outside of the primary responsibilities.*

**Primary Responsibilities:**

*Perform any and all traffic-related duties that arise in the engineering department, including analysis, evaluation, public outreach, planning, and design*

*Work directly with the Division of Streets and Utilities regarding all traffic-related issues*

*Develop, implement, direct and administer general traffic engineering, traffic flow and control, multi-use paths, bike lanes, shared bike lanes, traffic calming and traffic, intersection improvements & pedestrian signalization*

*Assure signage, markings, signalization conforms to standards of federal, state and/or local criteria (i.e. Ohio Manual of Uniform Traffic Control Devices)*

*Design signal and channelization installation*

*Determine and prioritize traffic signs and markings and oversee the installation and maintenance of signs, signals and pavement markings in conjunction with the Street Division*

*Assess and create detour routes for road closings and other major projects and prioritize pavement rehabilitation in conjunction with the project*

*Plan and direct the conduct of traffic studies, create reports by summarizing and assessing traffic study results and direct the collection and maintenance of traffic and accident data bank*

*Conduct speed zoning, traffic count and turning movement studies on municipal streets*

*Inspect and assess at-grade railroad crossings for compliance to meet ODOT and UMTA standards for safety*

*Plan, organize and direct parking outside of downtown and give input to the Planning Department for downtown parking when requested, using federal and/or state criteria*

*Create and maintain journal entries to help enforce parking zones and traffic modifications*

*Create periodical reports evaluating high accident locations and provide recommendations for improvement*

*Conducts the review of subdivision and site development plans to assess traffic impact for ingress and egress sites and recommend improvements*

*Coordinate joint traffic improvement projects with other agencies and consultants on traffic problems and proposed improvements*

*Manage pavement condition ratings and develop long-term maintenance and resurfacing plans*

*Analyze bridge inspection reports for maintenance recommendations*

**General Duties:**

*Work on various design projects for other engineering disciplines within the Engineering Division, as needed based on workload*

*Manage consultants and make decisions for planning and design projects*

*Inspect construction projects to verify the installation/performance is in conformance with the plans and specifications of the City and Ohio Department of Transportation*

*Manage infrastructure projects funded by federal and state government*

*Coordinate projects: monitor project progress by checking certified payrolls, answering contractors' questions, performing field engineering and preparing periodical progress payments*

*Monitor engineering and construction contracts as to budget, time schedule, quality and value*

*Use computer-assisted engineering and design software and/or conventional drafting methods to prepare plans*

*Prepare project specifications and cost estimates for projects and distribution of project costs*

*Provide engineering-specific recommendations and support regarding the interpretation and application of codes, ordinances, regulations and construction standards*

*Be aware of federal, state and local assistance programs and apply for federal and state grants and coordinate and monitor grant awards*

*Work with the public by responding to resident concerns, preparing petitions and answering the telephones*

*Assist with general duties when other departmental personnel are out of the office for an extended period of time*

*Direct and assist engineering technicians with project-specific plans and training*

*Prepare and assist other departments with preparation of various reports, grants and inventories*

*Review and provide feedback for plans and specifications from private firms for permitting*

*Make public presentations for large groups and community meetings and facilitate discussions and problem-solving among staff, public and agencies*

*Assist in preparation of the annual operating and capital budgets for the department*

*Attend seminars, training sessions and meetings*

*Develop and modify departmental policies and procedures*

*Understand and communicate verbal and written instructions*

*Initiate activities consistent with the City of Sandusky's and department's goals and objectives*

*Report for work at required time and dates and maintain a responsible attendance record*

*Follow a supervisor's instructions, tolerate varying levels of stress*

*Avoid violent behavior that threatens the safety of other employees*

*Perform other duties as required*

*Communicate with tact and diplomacy, one-on-one and within small and large group discussions*

*Mediate and facilitate information and discussion*

***Skills and Abilities:***

*Use high-level mathematics*

*Understand principles of chemistry, geology, physics and related sciences*

*Solve problems using facts and personal judgment*

*Be flexible to work on multiple projects and able to adjust to changing situations and policy direction*

*Demonstrate high-level of integrity, ethics and interpersonal skills, including the ability to interact with and relate to diverse groups of people*

*Possess knowledge of or experience with redevelopment activities*

*Experience working with neighborhoods and municipalities preferred*

**Physical Demands:**

*Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Seeing, hearing, speaking and walking.*

**Environmental Conditions:**

*Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 85 – 95 percent or more of the time inside.*

**Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.**

**Reasoning Development:**

*Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstract classes of concepts.*

**Math Development:**

*Regularly works with advanced calculus, modern algebra and advanced statistics*

**Language Development:**

*Read scientific and technical journals, abstracts, and financial reports. Write journals, speeches and manuals. Conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics and discussion and debate.*

**Relationships to Data, People and Things:**

**Data:** *Coordinating: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of date; executing determination of and/or reporting on contents.*

**People:** *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

**Things:** *Manipulating: Using body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgement with regard to precision attained and selection appropriate tool, object, or material, although this is readily manifest.*

**Specific Vocational Preparation:**

*Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the high job or serving in other jobs.*

**To do this job, you must have the following licenses or certifications before being hired:**

*Engineer-In-Training License is preferred but not required with the ability to obtain a Professional Engineer's License in the State of Ohio within 6 years; Ohio Driver's License*

**To do this job, you must have the following amount of total education and/or experience:**

*(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success?)*

*High School Diploma*

*Bachelor's Degree from an accredited college or university in one of the following disciplines: Civil Engineering or Transportation Engineering*

*A minimum of five (5) years of similar engineering work and experience with redevelopment in an urban setting, serving diverse community and older infrastructure is preferred. Experience in budgeting and finance desirable.*