



CLASSIFICATION NO. 390  
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FLSA: Exempt  
EEO: 1

## **TRANSPORTATION ENGINEERING MANAGER**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, direct and manage the transportation engineering activities within the Department of Transportation and Development; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Transportation and Development (DTD) provides programs and services to County residents and businesses through the following Lines of Business: Transportation Services, Development Services, Community Services, Visioning Services and Administrative Services.

The Transportation Engineering Manager oversees the Transportation Engineering programs within the Transportation Services line of business. These programs perform work that includes road and bridge capital project design and construction, right-of-way acquisition, traffic engineering, transportation surveying, road statute administration and motor carrier enforcement. The Transportation Engineering Manager is responsible for all program operations and provides direction to supervisory, professional, technical and administrative support personnel. The incumbent reports to an Assistant Director of DTD.

The Transportation Engineering Manager differs from the Civil Engineering Supervisor which supervises one program within DTD, rather than all aspects of DTD's transportation engineering functions. It also differs from the Assistant Director, which plans, organizes, directs and manages the administrative and program operations of functional service areas within DTD.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, prioritizes, and supervises the Transportation Engineering programs within DTD, including capital improvement programs, traffic engineering and road statute administration; develops and implements program goals and objectives, prioritizing projects and establishing schedules; monitors all DTD transportation engineering programs and directs the preparation of comprehensive reports regarding a variety of surveying, engineering, development review, capital projects, service district and management issues.
2. Hires and directs supervisory, professional and technical staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers

progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

3. Prepares and directs the administration of program budgets; monitors and controls expenditures for compliance with budget; forecasts revenues; identifies and develops the resources necessary to fund realistic transportation planning and engineering priorities.
4. Develops effective management programs and systems for capital improvement projects, including tracking funding sources, programming the 5-year Capital Improvement Program, and adhering to schedules and budgets.
5. Works closely with other programs within DTD, including Development Services and Transportation Maintenance. Participates as a member of the Departments senior management team.
6. Represents Transportation Engineering with other County departments, other jurisdictions, citizen groups, and concerned citizens; responds to public inquiries and complaints concerning transportation issues being proposed or implemented; monitors joint projects with other jurisdictions; coordinates public outreach activities involving capital improvement projects and manages the resolution of conflicting issues involving the public and other jurisdictions.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public administration as it applies to transportation needs and services; principles and practices of land surveying and civil engineering design and construction; governmental funding, financing, laws, regulations, and codes related to transportation planning and construction; fiscal administration of budgets and grants administration; principles of personnel administration and supervision; strategic planning and engineering project management.

Skill to: Communicate effectively, both orally and in writing on administrative and technical issues; identify complex transportation needs and prioritize department projects based upon available human and financial resources; develop, justify and ensure completion of project within budget, time and legal guidelines; formulate and evaluate policies and procedures; administer and control the distribution of funds according to budget and grant proposals; effectively resolve interpersonal conflict and negotiate resolutions with concerned citizens and groups; establish and maintain effective working relationships; direct staff to provide quality services to citizens and the community; operate office equipment, including personal computers and software applications.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of experience in a related field of which three (3) years must include supervisory experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** Certificate of registration as a Professional Engineer in the State of Oregon. (Registration in another state acquired by examination will temporarily fulfill this requirement provided Oregon registration can be obtained within one year of employment.) Depending on area of assignment, must have the credentials to sign, seal, and stamp official documents within area of expertise. Civil or environmental engineering disciplines are preferred.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.