



City of Tustin
Principal Engineer - Transportation

SALARY	\$58.31 - \$78.49 Hourly \$10,107.07 - \$13,604.93 Monthly \$121,284.80 - \$163,259.20 Annually	LOCATION	Tustin, CA
JOB TYPE	Full-Time	JOB NUMBER	2024-32
DEPARTMENT	Public Works	DIVISION	Engineering
OPENING DATE	10/30/2024	CLOSING DATE	11/27/2024 5:00 PM Pacific

Description

The City of Tustin is currently recruiting for the position of Principal Engineer - Transportation. Under administrative direction, supervises, coordinates, and participates in transportation / traffic engineering activities.

The Principal Engineer is a supervisory classification assigned to supervise and participate in the work of engineering, plan check, and administrative support staff in the traffic section of the Public Works Department. An employee in this classification is responsible for planning, coordinating, and conducting professional traffic engineering operations and activities of the Public Works Department including conducting traffic engineering and transportation planning studies; reviewing the preparation of plans and specifications for traffic engineering projects; plans, designs, and reviews traffic control systems; administers traffic control programs. Work requires creativity and resourcefulness to accomplish goals and objectives, and involves significant interaction with other City staff, consultant/contractor personnel and other public agencies to facilitate the development and promotion of transportation projects/programs. Judgment is required both in interpreting established policies, goals and objectives, and in applying concepts, plans and strategies which may deviate from traditional methods and practices. The Principal Engineer is distinguished from lower-level professional engineering by a broader scope of responsibility for an assigned section, greater decision-making authority, and specialized professional engineering expertise in the area of assignment. In contrast with higher level engineering classifications, the Principal Engineer has lesser budgetary and program management accountabilities and a narrower span of supervisory control.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Director of Public Works / City Engineer.

Provides direct supervision to professional, technical, and administrative support staff.

SELECTION PROCESS

Application materials will be carefully reviewed to identify those candidates who meet the minimum qualifications for this position. Individuals who are best qualified will be invited to participate in a panel interview. Interviews are tentatively scheduled for the week of December 16, 2024. All candidates who pass the panel interview will earn placement on the eligible list, which may be used for current and future vacancies in the job classification.

Examples of Duties

Duties may include, but are not limited to, the following:

- Plans, assigns, coordinates, and evaluates the work of traffic staff; ensures quality of work and adherence to policies and procedures
- Participates in the selection of staff; coaches, motivates, mentors, and trains staff; recommends employee recognition and discipline
- Assume responsibility for recommending a variety of personnel actions in such areas as performance evaluation, training, selection and disciplinary measures; monitor and review work in progress, providing technical assistance and guidance
- Develop and implement City traffic engineering operations and transportation planning goals, priorities and funding strategies; assists in the development and implementation of goals, priorities, policies, and procedures; recommends revisions and improvements to unit policies, procedures, and resource allocation
- Oversee transportation efforts such as Capital Improvement Program (CIP) projects, funding and grant application submittals; negotiate, coordinate and prepare funding agreements; coordinate with Caltrans, County, other Cities and agency personnel; resolve problems and clarify City positions on regional issues; provides review of traffic related plans for private development and CIP projects, including traffic signal plans, signing and striping plans, street light plans, traffic control plans, cost estimates, and specifications for traffic related portions of CIP projects
- Supervises and participates in the review of construction plans for accuracy, suitability, and completeness; makes recommendations for revisions and improvements
- Manage the most difficult and complex projects of the section; monitor work in progress, review staff work products and provide technical assistance and guidance; direct and participate in the analysis of conceptual construction proposals and development plan feasibility
- Prepares and oversees the preparation of traffic engineering designs, specifications, and cost estimates for the construction and improvement of a variety
- Reviews traffic scoping agreements, traffic studies, VMT analysis, and traffic circulation aspects of development projects during entitlement; interprets codes and regulations pertaining to area of assignment; analyzes and resolves transportation / traffic project design and engineering problems
- Meets with architects, engineers, developers, and contractors, and citizens to discuss City requirements, policies, and procedures related to design review, plan check, construction, and maintenance for assigned projects and activities
- Provides information to the public; responds to and resolves questions and complaints regarding the interpretation and application of relevant codes, ordinances, rules, and regulations
- Oversees preparation and administration of contracts for engineering services; determines scope of engineering projects; prepares requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors
- Participates in the review of projects under construction in the field; resolves disputes and problems between inspectors, engineers, developers, and contractors
- Compiles and analyzes statistical data; prepares a variety of technical and administrative reports and analyses relating to assigned projects and programs
- Compiles and reviews traffic counts, accident histories, speed surveys, signal timing, and other traffic related data; makes recommendations for improvements to the City's traffic facilities
- Coordinates unit activities with other divisions, departments, and external agencies and organizations
- Assists with the preparation of the division budget; coordinates and monitors expenditures for assigned unit
- May act as the Division Manager as required

Minimum Qualifications

A combination of education, experience, and training that has provided the necessary knowledge, skills, and abilities is required for entry into the classification. A typical combination includes:

Education and/or Experience:

Bachelor's degree in civil engineering or a related field and four years of professional civil engineering experience related to the area of assignment. Three years of administrative and/or lead supervisory experience is desirable.

Licenses and/or Certificates:

Possession of a valid Class C California driver's license and an acceptable driving record. Possession of a Certificate of Registration as a Professional Engineer issued by the State of California.

Special Requirements:

Satisfactory results from a background investigation, physical examination and administrative screening.

KNOWLEDGE, SKILLS, & ABILITIES**Knowledge of:**

- Modern principles, methods, and practices of transportation / traffic engineering as related to the area of assignment
- Traffic signal operations, including timing of street lights, review of traffic counts, and analysis of collision records
- Review of studies related to traffic engineering for conformance with City Standards and Guidelines, including traffic scoping agreements, traffic studies, and VMT analysis
- Review of engineering plans related to traffic engineering, including: traffic signals, signing and striping, street lights, temporary traffic control, etc.
- Operations, services, and activities of the area of assignment
- Federal, state, and local laws, codes, and regulations related to engineering design and construction in the area of assignment
- Methods, techniques, and materials used in the design, construction, and maintenance of buildings and structures pertaining to the area of assignment
- Subdivision engineering, plan review, mapping, and construction practices
- Engineering design standards and issues affecting developers, property owners, contractors, private engineers, and others in working with the City
- Principles and practices of municipal budget preparation and administration
- Safety standards and practices in the construction industry
- Principles and practices of employee supervision, training, motivation, and performance evaluation
- Proper English usage, spelling, grammar, and punctuation

Skill to:

- Operate standard office equipment, including a personal computer and related word processing, spreadsheet, and database software
- Operate a motor vehicle safely

Ability to:

- Interpret, explain, and apply pertinent federal, state and local laws, codes, ordinances, and regulations
- Read and understand construction plans and specifications
- Review and check complex transportation / traffic engineering designs, computations, plans and studies
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of projects and goals
- Plan, organize, coordinate, and prioritize projects and tasks in order to meet established deadlines and budgetary requirements
- Supervise, train, counsel, motivate, evaluate, and discipline assigned staff
- Communicate clearly and effectively, both orally and in writing, including preparing clear and concise technical reports
- Establish and maintain courteous, cooperative, and effective relationships with architects, engineers, contractors, designers, homeowners, and others encountered in the course of work

Working Conditions & Physical Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

Mental Demands:

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff and others encountered in the course of work.

WORK ENVIRONMENT

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

The City of Tustin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

Agency

City of Tustin

Address

300 Centennial Way

Tustin, California, 92780

Phone

(714) 573-3040

Website

<https://www.tustinca.org/216/Human-Resources>

Principal Engineer - Transportation Supplemental Questionnaire

***QUESTION 1**

How many years of professional civil engineering experience do you have?

- Less than 4 years
- 4-5 years
- More than 5 years
- No experience

***QUESTION 2**

How many years of administrative and/or lead supervisory experience do you have?

- Less than 3 years
- 3 or more years

No experience

***QUESTION 3**

Are you in possession of a valid United States driver's license and an acceptable driving record?

Yes

No

***QUESTION 4**

Are you in possession of a Certificate of Registration as a Professional Engineer issued by the State of California?

Yes

No

QUESTION 5

If yes, what branch/category of Professional Engineering are you registered as?

* Required Question