



CITY OF ORANGE  
Human Resources Department  
300 E. Chapman Avenue  
Orange, CA 92866  
(714) 744-7255

<http://agency.governmentjobs.com/orange>

INVITES APPLICATIONS FOR THE POSITION OF:  
Senior Civil Engineer - Traffic

SALARY

\$94,740.00 - \$121,488.00 Annually

OPENING DATE: 01/11/18

CLOSING DATE: Continuous

Apply Today!

Open until filled, with first review of applications scheduled for:  
Monday, February 5, 2018.

DESCRIPTION

Current vacancy is within the Traffic Division of Public Works Department. Under general direction of the City Traffic Engineer, plans, schedules, assigns, and reviews the work of Traffic Division staff within the Public Works Department; serves as project manager for complex professional traffic engineering activities including environmental compliance and design and construction of traffic and transportation engineering, and other programs; ensures that functions meet all applicable laws, regulations, and City policies related to the City's Capital Improvement Program (CIP), land development, traffic and transportation; provides complex staff assistance to departmental management staff in the area of Traffic Engineering; and performs related work as required. Exercises direct supervision of two (2) Traffic Analysts.

The ideal candidate will have a well-developed knowledge of the CAMUTCD, WATCH Manual, and industry standard traffic engineering practices.

EXAMPLES OF DUTIES

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Plans, organizes, assigns, supervises, and reviews the work of professional engineering staff in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.

Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

Conducts CIP planning activities; provides oversight and input into conceptual designs of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects; ensures that projects are completed on time and within budget.

Monitors rail programs proposed by other agencies and authorities that affect the City; pursues grant opportunities for improvements in rail crossings protection programs; issues work orders to make changes to existing roadway systems to improve safety and capacity.

Analyzes civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.

Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.

Responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.

Serves as a liaison for an assigned functional area with other City departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations.

Conducts a variety of organizational studies, investigations, and operational studies; assists in developing policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory and legal requirements are met.

Develops and reviews staff reports related to engineering activities and services; may present information to the City Council and various commissions, committees and boards; performs a variety of public relations and outreach work related to assigned activities.

Performs other duties as assigned.

#### TYPICAL QUALIFICATIONS

Knowledge Of:

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.

Basic principles and practices of budget development, administration, and accountability.

Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures, and traffic and transportation systems.

Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.

Principles and practices of environmental impact assessment and related regulatory processes.

Methods, materials and techniques used in the construction of public works projects.

Contract management practices in a public agency setting.

Applicable Federal, State, and local laws, codes, regulations, and procedures, including Subdivision Map Act and subdivision agreements and conveyances.

Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.

Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.

Safety principles and practices.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability To:

Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.

Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations and prepare effective technical reports.

Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.

Manage and monitor complex projects, on-time and within budget.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise reports, correspondence, policies, procedures and other written materials.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.

Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.

Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone and in writing.

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

#### Education and Experience:

Graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field (or equivalent), and five (5) years of responsible experience in civil engineering with emphasis in traffic and public works capital improvements, with at least one (1) year of supervisory experience.

#### Licenses and Certifications:

Valid California class C Driver License with satisfactory driving record and automobile insurance.

Possess and maintain a valid registration as a Professional Engineer in the State of California. Registration as a licensed Traffic Engineer in the State of California is highly preferred.

#### SUPPLEMENTAL INFORMATION

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/orange>

OR

300 E. Chapman Avenue,  
Orange, CA 92866

EXAM #00611  
SENIOR CIVIL ENGINEER - TRAFFIC  
EH

Senior Civil Engineer - Traffic Supplemental Questionnaire

- \* 1. Do you possess a bachelor's degree from an accredited college or university with major coursework in traffic, civil engineering or a related field?  
 Yes  No
- \* 2. Do you possess current registration as a licensed Professional Civil Engineer in the state of California?  
 Yes  No
- \* 3. Do you possess current registration as a licensed Traffic Engineer in the State of California?  
 Yes  No
- \* 4. Do you currently possess a valid California class C Driver License?  
 Yes  No
- \* 5. Do you possess a minimum 5 years of responsible experience in civil engineering with emphasis in traffic and public works capital improvements?  
 Yes  No
- \* 6. Do you possess at least one (1) year of experience directly supervising technical support staff?  
 Yes  No
- \* 7. Do you have experience overseeing the design and construction of a traffic signal or other transportation improvement projects?  
 Yes  No
- \* 8. If you answered "Yes" to the question above, please list your experience, including the value of the project improvements. If you answered "No", indicate "N/A".
- \* 9. Have you authored agenda reports for a public committee, commission or community meeting within the last 5 years?  
 Yes  No
- \* 10. If you answered "Yes" to the question above, please provide a list by topic of agenda items you have personally authored. If you answered "No", indicate "N/A".
- \* 11. Do you have experience plan checking traffic control plans and traffic related design projects?  
 Yes  No

- \* 12. If you answered "Yes" to the question above, please describe your experience plan checking traffic control plans and traffic related design projects. If you answered "No", indicate "N/A".
  
- \* 13. Do you have experience supervising employees?  
 Yes    No
  
- \* 14. If you answered "Yes" the above question, indicate the largest number of employees you have supervised at one time, and indicate whether or not you have been required to complete performance evaluations. If you answered "No", indicate "N/A".
  
- \* 15. Please describe your approach to integrating traffic maintenance and operation into the consideration of a traffic engineering design project.
  
- \* Required Question