



CITY OF CHINO

Transportation Manager

Definition:

Under limited direction, plans, organizes and directs the traffic engineering and transportation planning activities related to the City's engineering projects; provides advance planning for the City's orderly development; and performs related work as assigned.

Class Characteristics:

The Transportation Manager is responsible for long-range planning of the City's traffic/transportation system.

Essential Functions:

- Plan, direct, and organize the work of traffic and transportation engineering staff and consultants in completing related capital improvement projects.
- Review traffic engineering reports, studies, and projects to ensure conformance with adopted standards, policies, plans, and local and regional projects.
- Develop and implement programs in Transportation Demand Management, Truck Travel Demand Management and Congestion Management Program; conduct community meetings and meet with officials and/or representatives of other agencies.
- Implement policies mandated by federal, state, and local agencies; monitor, formulate, and provide input on federal, state, and local legislation related to transportation; interact and serve as the City's liaison to other agencies that impact the City's transportation functions and projects.
- Participate in and provide expertise and support to the Development Review Committee, the Planning Commission, and City Council on matters relating to transportation and traffic; participate in the City's Traffic Advisory Committee.
- Develop action plans and direct the preparation of grant applications; develop expenditure plans and monitor expenditures to maintain funding eligibility.
- Supervise assigned staff; participate in the screening and selection of section staff; train and evaluate employees; initiate and carry out appropriate disciplinary action.
- Compile and analyze statistical data and prepare technical reports relating to traffic and transportation projects and programs; assist in the preparation of cost projections for the department budget and monitor expenditures.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma/G.E.D. (required).
- Bachelor's degree in civil engineering, traffic engineering, transportation planning, urban planning, or a related field (required).
- Master's degree in a related field (desirable).

Licenses/Certifications:

- Possess a certificate of registration as a Traffic Engineer issued by the California State Board of Registration for Professional Engineers (required).
- Possess a certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers (desirable).

Experience:

- Three years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

Extensive knowledge of:

- Transportation planning and traffic engineering principles, practices, and methods.

Considerable knowledge of:

- Principles and practices of supervision.
- Laws, ordinances, and regulations governing the design and construction of traffic and transportation improvements.
- Contracts and consultant coordination.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

Working Knowledge of:

- Municipal government and issues of concern to developers, property owners, contractors, private engineers and others when dealing with traffic and transportation matters.
- Grant writing.
- Budgeting and municipal finance.

Transportation Manager

- Office management.
- Principles of supervision.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare and present complex reports.
- Select, train, supervise, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I - Light Physical Effort (7,12): This position requires normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment,

Transportation Manager

interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

- 7) Sitting: Must have the ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day).
- 12) Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Employee Unit:
Unrepresented Management

Revised: 06/12/19
Replacing Transportation Manager classification specification 10/10/06.