

DIRECTOR, PUBLIC WORKS TRANSPORTATION ENGINEERING

Job Code	Pay Grade
16868	SM2a

Nature of Work

This is highly responsible professional, administrative, and supervisory work in directing the planning, project programming, and operations for the County's system of streets and highways. Work involves responsibility for managing, directing, and coordinating staff and activities related to Transportation Planning, Traffic Operations, and Intelligent Transportation Systems (ITS). Technical direction and supervision is exercised over a staff of professional, technical, skilled, and clerical personnel engaged in such areas as transportation studies and planning; traffic control device design, placement, operation, and maintenance; and the deployment, operation, and maintenance of a countywide ITS program. The major emphasis of work is on overall administrative planning and coordination requiring the exercise of considerable independent judgment and initiative. Work is performed under the general supervision of the Director, Public Works & Transportation Engineering, but with considerable latitude for individual judgment and initiative. Work is reviewed through conferences, periodic written reports and observation of results attained.

Minimum Qualification Requirements

- 4 year degree in Civil Engineering and 10 years of progressively responsible work in Transportation Engineering and Planning, 3 of which should have been in a major supervisory capacity; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Registration as a Professional Engineer in the State of Florida or the ability to obtain State of Florida registration within twelve (12) months of hire.
- Preference to be given to candidates possessing registration as a Professional Engineer in the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs administrative and technical duties relating to the administration of the County's transportation planning program, including the development of recommendations, presentations, and reports, on a variety of planning related functions, such as the County's short range and long range transportation plans.
- Coordinates with the Metropolitan Planning Organization and represents the County's interests at MPO technical and advisory meetings.
- Serves as the County's Traffic Engineer, by directing and coordinating the full range of services necessary for the determination of need, construction, design, permitting, construction plan and specification preparation, efficient operation, and maintenance of traffic control devices including signing, pavement markings, and traffic signals.
- Provides administrative and technical services necessary for the successful deployment and efficient and effective operation of the County's Intelligent Transportation Systems.
- Oversees and administers the County's roadway lighting system.
- Provides administrative and technical leadership in the County's sidewalk deployment program.
- Performs administrative and technical oversight of the County's neighborhood traffic control program.
- Directs and coordinates the services necessary for the County's traffic crash records and analysis system, establishing a system of identifying high crash locations for further evaluation.

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(continued)

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Illustrative Tasks (continued)

- Coordinates with other agencies relating to transportation issues, including the Florida Department of Transportation, adjacent counties, cities and towns within Pinellas County, other County Departments, the School Board, local transit agencies, law enforcement agencies, emergency medical services and fire/rescue, and other stakeholders and users of the transportation systems.
- Provides technical input into the County's Emergency Management Department as related to the transportation aspects of emergency management (hurricane evacuation, homeland security, etc.).
- Gives direction and reviews for approval of the Transportation Department operating budget which is submitted for review by Public Works Administration to the Board of County Commissioners. Oversees major expenditures throughout the year.
- Provides public relations for project development and general operations by participation in public information meetings, through daily contact with citizens by telephone and letters, and by establishing a working relationship with local media outlets.
- Performs administrative personnel functions, such as scheduling and approval of leave requests (sick, vacation, etc.) for supervised staff; participates in the AA/EEO hiring process by following through with administrative direction, attends Personnel Board meetings to respond to questions regarding (Transportation Department) agenda items.
- Facilitates changes or participates in the development of Department policies/procedures by monitoring overall areas such as rule or law changes, production, change orders, additional services requests, post construction conferences, working relations between department/divisions.
- Serves as an expert witness on behalf of the County on transportation related litigation.
- Attends meetings and acts as a consulting engineer to the Board of County Commissioners.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of transportation planning and engineering; and of personnel, finance, business administration; and the ability to apply them.
- Knowledge of the use and care of all types of transportation planning and engineering tools, equipment, instruments, materials, and supplies.
- Ability to plan, direct, supervise, coordinate, organize and inspect transportation engineering plans, programs, and activities.
- Ability to prepare written technical reports, estimates, construction, and cost records.
- Ability to develop, prepare, and present long range plans and programs relating to transportation.
- Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel in a manner conducive to full performance and high morale.
- Ability to identify and pursue potential outside funding sources for transportation related projects.
- Ability to address civic organizations or other public or private groups on subjects relative to transportation planning and engineering programs and projects.
- Ability to establish and maintain effective working relationships with subordinates, superiors, county and municipal officials, and the general public.

For official use only

Revised	EEOC Code	Overtime Code	Type
7/08	1	C	E