

Staff Engineer-Traffic/Transportation Section



DEPARTMENT: Development Serv. DIVISION: Engineering	REPORTS TO: Town Engineer/Development Services Director	
POSITION TYPE: Full-time	RANGE: 56,427 - 84,639	FLSA STATUS: Exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

GENERAL DESCRIPTION:

An employee in this class will provide technical support in administration of Town Engineering Services with a focus on traffic/transportation policy, planning, design, construction, and maintenance of the Towns transportation network including roadways, pedestrian walkways, bikeways and multi-use facilities. The employee will coordinate assigned activities with other departments and outside agencies and apply specific focus to traffic operations and safety, congestion mitigation and transportation planning, funding, design, and construction. Work will include ensuring that the design of specific land development and transportation projects are compatible with the development vision of the Town and reviewing and recommending specific operational improvements to existing and proposed transportation systems. The employee will work with the Town Board of Commissioners and the public on sensitive issues requiring judgment, firmness and tact. Work will be performed under general supervision of the Town Engineer, both individually and as a team of Town staff, consultants, and other related agencies.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Support the development and implementation of transportation goals, objectives, policies and priorities. Hold public engagement surveys and open houses to identify external stakeholder goals.
- Respond to requests regarding traffic issues from Town Board, and the public; provide graphics, written studies, including GIS map analysis, travel models, corridor and intersection capacity analysis in support of recommendations.
- Provide technical support to land development review process; ensure that sites are designed in context of long-term transportation system needs; make recommendations and negotiate with developers and design professionals to implement Town's plans and ordinances that support multi-modal transportation systems; develop alternative design principles and construction standards as needed.
- Maintain, update and administer the Town's Traffic Impact Analysis Policy. Review the technical parameters of transportation impact analyses submitted for compliance with the TIA Policy.
- Maintain, update and administer the Towns Traffic Calming Policy. Responsible for engaging in traffic counts and analyzing data collected to make planning and design recommendations to the Town Engineer, Town Manager, and Board of Commissioners.
- Serve as Project Manager for preparation of in-house and contracted planning, design, and contract administration for civil construction maintenance and improvement work in accordance with applicable local, state, and federal requirements.
- Coordinate maintenance of Town streets and sidewalks with Public Services personnel and through public bids on contracted repairs and improvements, including preparation of RFP's/RFQ's and bid packages.
- Serve on CRTPO Technical Coordinating Committee on behalf of the Town to fulfill its membership requirements and promote the transportation goals of the Town.
- Coordinate with Finance and GIS personnel to maintain the condition of transportation network assets for accounting and Powell Bill program reporting.

- Research grant and other funding opportunities and complete grant applications; recommend/request resources for transportation projects and operating budget needs.
- Coordinate with Town Clerk/Attorney on ordinance creation/updates and adoption, agenda item preparation and presentations before the Board.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn the Town’s zoning, land use, design and construction standards, and other ordinances, codes and adopted plans as they relate to transportation design and planning; Thorough knowledge of the principles, practices and methodologies of traffic engineering and transportation land use planning, design, construction, and maintenance for roadways, and multi-modal facilities; Working knowledge of governmental laws, programs, agencies, and services pertinent to the transportation planning processes on a local, regional, state and federal level, including the right of way reservation/acquisition process; Working knowledge of the information technology applications associated with modern transportation planning, including GIS systems, Synchro/SIM Traffic software, Roadway Capacity Models, Microsoft PowerPoint and Excel; Technical knowledge of the Manual on Uniform Traffic Control Devices, AASHTO Design Guide, ITE trip generation, parking demand analysis, etc.; Considerable skill in the collection, analysis, and presentation of technical data and design recommendations; Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and to the general public.

PHYSICAL REQUIREMENTS: Must be able to perform the physical life functions of reaching, full use of fingers, pushing, pulling, grasping, talking, hearing and repetitive motions. Must be able to perform light work exerting up to 40 pounds of force occasionally; up to 25 pounds of force frequently and/or constantly. Visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and read maps, schematic drawings and plans is required.

EDUCATION AND EXPERIENCE: Requires graduation from an accredited college or university with a bachelor's degree in civil engineering or closely related field, and a minimum of three to five years’ experience with specialized focus on traffic and transportation, or graduation from an accredited college or university with a Master’s Degree in Transportation Planning, Engineering or closely related field; or an equivalent combination of education and experience. PE licensure in North Carolina is required.

SPECIAL REQUIREMENTS: Possession of valid North or South Carolina Driver’s License. Will require attendance at some night meetings. Final applicant subject to pre-employment drug screening and background check.

BENEFITS: 5% 401k Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

CLOSING DATE: Open Until Filled

SUBMIT RESUME AND COMPLETED APPLICATION TO:

Human Resources Director
 Town of Waxhaw
 PO Box 6
 1150 N. Broome Street
 Waxhaw, NC 28173

EMAIL: wdavenport@waxhaw.com

ONLINE APPLICATION: www.waxhaw.com