



**CITY OF CLEARWATER**  
invites applications for the position of:

## **Traffic Engineering Manager**

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**SALARY:** See Position Description

**OPENING DATE:** 02/09/21

**CLOSING DATE:** Continuous

### **POSITION DESCRIPTION:**

**Entry Salary - \$95,050.80**

Under administrative direction, the Traffic Engineering Manager performs highly responsible managerial and administrative work in the planning, organizing, and direction of all municipal traffic operations.

### **DUTIES AND RESPONSIBILITIES:**

**Essential Functions:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages, directs, oversees, and supervises all office and technical staff; selects, hires, and manages employees and laborers; provides continuous performance evaluations, takes disciplinary action when needed, and provides training and counseling.
- Creates, develops and implements programs and project initiatives for the daily function of the traffic operations system; identifies areas of concern, addresses traffic system issues, and makes recommendations for changes, updates, and maintenance.
- Prepares operating and CIP budget including plans for roadway and traffic operations improvements in the future; monitors all expenditures and makes budget recommendations for long and short-range goals.
- Researches, compiles, and prepares bid specifications for all purchasing of equipment and materials for signs, markings, and traffic signals as well as the computerized signal system; manages the bidding process to ensure proper resources are acquired and allocated properly.
- Prepares and presents traffic operations related agenda items to City Council; compiles general traffic information and statistics, presents material in a clear and concise manner, and makes recommendations for improvements or changes.
- Serves as liaison with the Florida Department of Transportation, Pinellas County, and other municipal traffic engineering departments/divisions; collaborates, communicates, and works closely with the Pinellas County MPO; represents the city on several MPO advisory committees.
- Serves as liaison with the Pinellas Suncoast Transit Authority and the CSX Railroad.
- Collaborates, coordinates, and communicates Clearwater Police Department in traffic engineering related activities such as enforcement and engineering
- Performs related tasks as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Possession of Professional Engineering license or the ability to obtain within one (1) year from date of hire preferred.

This position is required to operate the below equipment, machines, tools, and other work aides:

Personal computer, traffic counters, various software and modeling programs, phone, cell phone, two way radio, and other equipment as assigned.

#### **Education and Experience:**

Bachelor's Degree in Traffic Engineering (preferred), Electronic Engineering, or a related engineering field AND five (5) years experience in professional traffic engineering work; OR an equivalent combination of education, training, and experience may be considered.

## SUPPLEMENTAL INFORMATION:

### Knowledge of –

- Traffic engineering principles and practices.
- Federal, state, and local requirements related to traffic engineering and control devices.
- Personnel management, supervision, and evaluation.
- Rules and regulations for driving and traffic conditions.
- Traffic control devices, design standards, and other manuals provided by the FDOT.
- Department policies and protocols.
- Engineering plans and specifications.

### Skill in –

- Prioritizing, scheduling, and supervising work and personnel.
- Preparing and administering budgets.
- Presenting information and materials to City Council and other agencies.
- Analyzing, interpreting, and applying relevant information.
- Interpreting Florida transportation design standards and other standards.
- Establishing and maintaining good relationships.
- Dealing tactfully with the public.
- Operating a computer with general proficiency.

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The City of Clearwater is Equal Opportunity Employer  
APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.myclearwater.com>

Position #2021-00065  
TRAFFIC ENGINEERING MANAGER  
CS

100 South Myrtle Avenue  
Clearwater, FL 33756  
727-562-4870 x0  
[humresweb@myclearwater.com](mailto:humresweb@myclearwater.com)

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## Traffic Engineering Manager Supplemental Questionnaire

- \* 1. What is your highest level of education?
  - Masters Degree or higher
  - Bachelors Degree
  - Associates Degree
  - High School or GED
  - Less than HS
- \* 2. Do you possess a Bachelor's Degree in Traffic Engineering, Electronic Engineering, or a related engineering field?
  - Yes
  - No
- \* 3. How many years of experience do you have in professional traffic engineering work?
  - No experience
  - Less than 1 year
  - More than 1 but less than 3 years
  - More than 3 but less than 5 years
  - More than 5 but less than 8 years
  - More than 8 but less than 10 years
  - More than 10 years of experience
- \* 4. What level of State of Florida Driver's License do you currently possess?
  - CDL A
  - CDL B
  - Regular (E)

- ID Only
- None of the above
- Out of State

\* 5. Do you have a Professional Engineering License?

- Yes
- No

\* Required Question