CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: Engineering Technician III					
Salary Range: NR 35					
Position Description (Working Title):					
Incumbent:					
Location: Public Works – Engineering/Transportation					

GENERAL PURPOSE:

Under the direction of the Transportation Engineering Manager, or designee, plan, organize, and coordinate the Neighborhood Traffic Control Program.

Work is characterized by complex and difficult technical engineering duties and planning with particular focus on the development and implementation of the neighborhood traffic control program. Duties and responsibilities include, but are not limited to, developing and implementing public outreach and public education programs involving individuals, community groups, businesses, and local agencies; performing a variety of transportation planning and engineering duties including the design, review, and approval of temporary traffic control plans; designing and reviewing traffic signing plans; reviewing illumination plans; and investigating and resolving traffic and transportation related concerns and complaints. The distinguishing characteristics of this classification include its higher level of responsibility, considerable independence in identifying potential solutions to traffic concerns, and documenting recommendations and results. The incumbent is also responsible for providing assistance, guidance, and direction to other Engineering Technicians or administrative staff.

Work is performed under limited supervision. The supervisor and/or other engineers set the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, coordinate, and maintain the City's Neighborhood Traffic Control Program including all related projects, programs, and activities; anticipate administrative and operational challenges; advise/recommend appropriate course of action; and implement changes to program as assigned.

Plan, develop, and implement traffic control public outreach, public education, and marketing programs; design, develop, and deliver effective oral and written presentations including, but not limited to, handouts, visual aids, and informational materials; and design and develop marketing brochures, bulletins, and related materials.

Organize and conduct meetings; represent the City and deliver presentations at meetings with outside agencies, volunteer and citizen groups, and the public regarding neighborhood traffic control program, traffic calming, and safety issues.

Interact with and respond to citizen inquiries about traffic concerns and improvements; organize, develop, and present responses both orally and in writing.

Communicate with, establish, and maintain an effective working relationship with City personnel, local agencies, other City departments, volunteer and school groups, and the general public.

Prepare surveys; direct or conduct field investigations; and collect technical data to determine traffic concerns to evaluate projects.

Recruit, train, and coordinate volunteers to participate in Neighborhood Traffic Control Program activities.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Modern engineering and design principles of transportation system engineering
- Principles and practices of program development and maintenance including the development and implementation of public involvement, public education programs, and marketing campaigns
- Principles, practices, and methods of conflict management, conflict resolution, defusing anger, and dealing with difficult people
- Principles and practices of quality customer service
- Principles and practices of public speaking
- Correct English grammar, spelling, punctuation, and vocabulary
- Municipal government policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances affecting traffic practices
- Basic engineering construction procedures as it relates to traffic control and related regulations
- Basic statistics, logic, technical research, analysis, and problem solving methods
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs and traffic control database and management system

- Recordkeeping techniques
- Effective telephone techniques and etiquette

SKILLED IN:

- Effective organization and expression of ideas through use of oral and written communications
- Developing and presenting oral and written presentations to individuals, groups, and the general public
- Effectively using interpersonal skills in a tactful, patient, and courteous manner to effectively interact with the public, groups, and individuals
- Developing and implementing public involvement, public education programs, and marketing campaigns
- Developing and coordinating the Neighborhood Traffic Control Program activities and projects

ABILITY TO:

- Manage and resolve conflict, defuse anger, and effectively deal with difficult people
- Plan, organize, develop, and maintain innovative traffic flow improvement or traffic control programs
- Promote traffic safety principles and practices
- Organize and effectively lead meetings and group discussions
- Prepare and conduct traffic surveys and field investigations; collect and analyze data;
 and evaluate projects and programs based on data obtained
- Prepare informational brochures, materials, handouts, and visual aids
- Organize and prioritize work to meet timelines
- Work flexible work schedule as required by the position's workflow
- Compose, proofread, and edit business and technical correspondence, reports, and procedure manuals
- Read, comprehend, analyze, interpret, and explain general business periodicals, professional journals, technical procedures, or governmental regulations
- Add, subtract, multiply, and divide; compute rate, ratio, and percent; and draw and interpret graphs and charts
- Use common sense understanding to interpret and carry out a variety of instructions furnished in written, oral, diagram, or schedule form
- Solve practical problems and deal with a variety of variables in situations with limited standardization
- Apply quality customer services principles and practices to serve the citizens of Kent
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational, social and economic backgrounds
- Operate modern office equipment, personal computers, and related software
- Recruit, train, and coordinate volunteers' participation in program activities
- Work effectively on several projects concurrently
- Work independently and make decisions within appropriate guidelines on sensitive programs and issues involving the public and elected officials
- Establish and maintain effective working relationships with individuals and groups
- Initiate improvements, adapt to changes, and participate in problem solving

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school or GED supplemented by two (2) years college-level

course work in public or business administration, public relations,

communications, education, civil engineering, or a related field; and

Experience: Six (6) years of civil engineering technology, civil engineering, traffic

engineering, transportation planning, or a closely related field.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

 Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment

 Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record.

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, computers, cellular phone, pager, fax, copy machine, and calculator.

The incumbent may also be required to operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand; walk; sit for extended periods of time; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and type on keyboard for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment subject to frequent interruptions by telephone calls, interoffice activities, and walk-in citizens and employees. The incumbent may frequently

be exposed to individuals who are irate, hostile or disgruntled requiring conflict management/resolution skills.

While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions and may be required to travel to different sites. The noise level in the work environment is usually moderate.

The employee may be required to work irregular hours based on scheduled meetings with neighborhood groups and individuals, which are usually in the evening.

SIGNATUR	ES:				
Incumbent	's Signature	 Date	 Supervisor's Signature	Date	
Approval:			·		
 Departmer	nt Director/Designee	Date	Employee Services Director/De	esignee Date	
**Note:		ance appraisa	ed and updated annually at the time of the al; when this position becomes vacant; or, if the		

Revised: 04/21/04; 2/5/08