

TRANSPORTATION ENGINEER

BASIC FUNCTION: Under general supervision of the Director of Transportation, assists in coordinating engineering/transportation planning activities required to administer the Coachella Valley Transportation Program.

REPRESENTATIVE DUTIES: Responsibilities may include, but are not limited to the following:

- Reviews plans of consulting architectural/engineering firms performing work for CVAG or its member agencies and evaluates their performance; assigns construction contract modifications and negotiates contract change orders.
- Conducts technical studies and prepares reports and recommendations related to traffic, transportation, or other specialized studies.
- Gathers technical data required for planning of a wide variety of civil engineering/transportation planning projects; provides technical expertise to CVAG's member agencies and the public, and technical oversight to consultants; negotiates, coordinates and prepares funding agreements; may negotiate cooperative agreements with other agencies.
- Attends/ conducts meetings for public and private groups to present proposed transportation projects and gathers input from CVAG member agencies; and assists in answering questions and providing information relating to CVAG's Transportation Program policies.
- Provides transportation analysis and planning, including transportation networks and modeling; transportation/land use interactions (using RIVTAM, a subregional model of SCAG); socio-economic data analysis; assisting with policy development and implementation strategies; and preparing and presenting reports related to the administration of the Coachella Valley Transportation Program.
- Coordinates the gathering, collection and analysis of regional data by working with city, county and tribal administrative, management, and technical personnel.

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- Performs contract administration, monitors project budgets and expenditures, evaluation of invoices, and processing of billings for transportation projects including Caltrans billings for federally funded projects.
- Prepares requests for proposals, evaluates proposals, conducts interviews and negotiates with consultants for transportation planning, design and construction projects.
- Facilitates group consensus building, intergovernmental coordination, strategic planning, and impact analysis through effective public speaking and work group management and administration.
- Assists in the development of the department work plans and annual budget. Supervises subordinate staff where appropriate.
- Performs special assignments for the Executive Director and the Transportation Director upon request.
- Evaluates proposed legislation for impacts on specific programs and plans.

MINIMUM QUALIFICATIONS: Requires a Bachelor's Degree plus four years of transportation planning/ engineering experience, California Professional Engineer's (PE) License is desired but not required. Knowledge/ background in transportation planning and land use planning are highly desirable. Analytical, organization and communication skills as well as computer literacy in word processing, spreadsheets (Windows) and some transportation modeling using RIVTAM are essential.

PHYSICAL CONDITION: Essential and marginal functions may require maintaining physical condition for sitting or standing for prolonged periods of time.

LICENSES AND CERTIFICATES: Valid California Driver's License, Class C

CLASSIFICATION: 2