

CITY OF CHATTANOOGA

Classification Specification Title: City Transportation Engineer

Department: Public Works

Pay Grade: GS.17

Supervision Received From: Deputy Administrator Trans

FLSA Status: Exempt

Supervisory Responsibility For: Civil Engineer,

Established: 9/06/13

Construction and Building Inspector, Engineering Coord.

Reviewed Dates: 4/1/25;

Engineering Designer, Engineering Tech., Pothole Inspector,

2/24/25; 1/9/25; 9/5/24;

Senior Engineer, Transportation Project Manager

11/9/23; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing direction for all transportation design engineering functions for the City. Duties include: overseeing the study, design, and construction of transportation engineering improvements; hiring, training, and evaluating department staff; developing and managing department budget; planning for capital improvements; reviewing and approving transportation designs by staff and contractors; and, developing and coordinating special projects. Work is performed under administrative review, working with the maximum degree of initiative and judgment. Position is highly collaborative with other departments and geared toward planning, design and engineering for a comprehensive transportation system. This position serves as the Chief Engineer in Responsible Charge for the Transportation Division of Public Works.

SERIES LEVEL:

The City Transportation Engineer is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises design engineering division staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Manages and provides oversight over the Design Engineering Division, which includes: planning, coordinating, administering, and evaluating programs and related projects, processes, procedures, strategic planning, and standards; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Reviews designs and studies for consultants, architects, and developers of proposed projects.

Forecasts, prepares, and administers division budgets, including capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, media, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Appears before the Board of Zoning Appeals and Board of Sign appeals to provide guidance on traffic issues related to requested variances.

Represents Department at Planning Commission, City Council, Subdivision review and other regulatory meetings/commissions.

Manages grants within the organization and oversees installation of track projects through to reimbursement.

Prepares transportation engineering design plans, develops material needs and cost estimates as well as prepares engineering specifications.

Provides technical expertise and guidance to contractors, ensuring compliance with applicable contract terms and conditions and authorizing contractor payments.

Represents the City and/or the Division at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

Acts on behalf of the Transportation Administrator in his/her absence.

Coordinate with TDOT, Regional Planning, Public Works/City Engineering and others to obtain obligation of federal and state funds for traffic projects.

Writes a variety of proposals and grant applications to various funding sources.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES:

Chief Engineer for the key assets of the City's transportation network, including bridges, roadway slopes, pavement, sidewalks, and tunnel. Oversee asset management programs to facilitate best practice approaches.

Understand and communicate smart growth principles to other departments and the public.

Challenge conventional practices in search of the right mix of neighborhood and community growth, economic development, place-making and other principles of good public space design.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Civil Engineering, or related field and ten (10) years related design engineering experience, including supervisory experience.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Professional Engineer License required or obtained within six (6) months of hire.

Professional Engineer License must be issued in the State of Tennessee.

LEED-ND, Green Associate, and/or CNU-A certifications preferred

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles, broad transportation principle as well as details of traffic engineering, principles with consideration of land use, form-based codes, and transportation issues for community design charrettes, public involvement projects, traffic engineering studies, conceptual design studies, growth management analysis, development-related transportation studies, MPO issues, parking and circulation studies, preliminary design studies, transportation engineering design plans, engineering specifications, civil engineering principles; budgeting principles; contract management principles; public administration principles; applicable Federal, State, and Local laws, ordinances, codes rules, regulations, policies, and procedures; construction principles; project management principles; program management principles; and, mathematical and statistical principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; coordinating activities with other internal departments and/or external organizations; managing projects; developing and implementing program goals and objectives; coordinating activities with multiple interested parties; performing mathematical and statistical calculations; analyzing and interpreting a variety of design engineering data and information; preparing a variety of reports; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; developing and monitoring budgets; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; developing and implementing policies, procedures, and operating strategies; preparing and analyzing statistical data; managing the work of external vendors and contractors; and, exceptional communication and interpersonal skills as applied to interaction with federal and state officials, policy makers, coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, talking, hearing, seeing and repetitive motions.

This position may require emergency response work which can be in all types of environment and require climbing on structures or uneven terrain.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to extreme temperatures and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.