

CITY OF CHATTANOOGA

Classification Specification Title: Transportation Design Manager

Department: City Planning

Pay Grade: GS.13

Supervision Received From: Dir. Transportation Planning

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/23/14

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing transportation design staff and overseeing project managers for transportation/public space projects, green infrastructure projects and site plan, subdivision, and zoning review. Additional responsibilities include planning of transportation projects, conceptual project design, providing technical guidance in the design and development of construction plans and documents, managing contracts with the Tennessee Department of Transportation (TDOT), other grant-providing agencies, capital planning and long-range planning and design for sustainable communities.

The position is highly collaborative with other departments and geared toward leading and equipping a design team to plan, design, and engineer a comprehensive transportation system. Responsibilities require familiarity with public space design, general understanding of different scales of projects including building, landscape and site, and street design. The incumbent should understand community and neighborhood development, be comfortable with fiscal analysis, multi-mode accommodation, safety, and an understanding of place-making principles. Work requires the supervision of design staff and the use of independent judgment and discretion.

SERIES LEVEL: The Transportation Design Manager is the second level of a two-level transportation design series.

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 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.

Mentor, tutor, train, and direct subordinate design staff in design methods and procedures. Activities include in-house technical seminars, one-on-one training sessions, technical design assistance, and continual monitoring of procedures and processes to optimize performance and output quality.

Participates in the development, implementation and administration of operating policies and procedures and monitors compliance.

Plans, coordinates and manages transportation projects, ensuring compliance with applicable codes, laws and regulations, standards, policies and procedures. Projects include, but are not limited to, streets and sidewalks, streetscapes, bike/ped plans, right-sizings and other roadway reconfigurations, quick-build infrastructure; creating conceptual designs and renderings; investigating project locations; and performing other related activities as necessary for successful project delivery.

Oversees revision and creation of street and multimodal infrastructure standards, including standard drawings, subdivision regulations, policy statements and applicable aspects of City Code.

Lead a design team to create presentations for the public, media and elected officials on comprehensive and specific transportation projects. Plan and lead public education and advocacy efforts.

Coordinate with TDOT, Regional Planning, Public Works, Parks and Outdoors, and others in the planning, design and construction phases of projects.

Exhibit understanding of broad transportation principles; exhibit ability to practice the 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, metropolitan planning organization (MPO) issues, parking and circulation studies, preliminary design studies and other tasks.

Manage a team of in-house designers, planners, and external design consultants in the preparation of transportation design plans and specifications. Investigate existing conditions, and perform a site analysis of the landscape, architectural, and public space project sites; and conduct field inspections of projects and construction.

Oversee preparation of various permits, forms, reports, correspondence, presentations, design drawings, preliminary layouts, contract documents, project lists, cost estimates, meeting minutes, work orders, schedules, punch lists, or other related documents.

Train staff in the understanding of long-range plans, bike/ped plans, complete streets guidelines, and other multi-mode standards. Coordinate design staff in the review of land disturbance and building permits concerning code and policy requirements pertaining to transportation for the City. Lead subordinate staff as they guide engineering and architectural firms to ensure that proposed driveways, parking lots, Americans with Disabilities Act (ADA) accesses, and street fronts all conform to City standards.

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 (if any):

MINIMUM QUALIFICATIONS: Bachelor Degree in Civil Engineering, Architecture, Landscape Architecture, Planning or other built environment design-related field. Eight (8) years related design experience, such as, but not necessarily limited to, environmental and landscape assessment; ecological and urban design; sustainable development; site planning; street design, master planning. Additional preferred experience in each of the following areas: site design, computer-aided design, and drafting, project management, construction management, inspection, planning or design review; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Professional Engineer (PE), Professional Landscape Architect (PLA), Certified Planner (AICP), or Registered Architect (RA or AIA) Valid Driver's License. LEED-ND, Green Associate and/or CNU-A certifications preferred.

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles; project management principles and practices; municipal government services and operational structure; city planning principles; land use planning principles; local government processes; floodplain management principles; landscape architectural, civil engineering, site planning and architectural design principles; principles and practices of urban planning and development; planning terminology, practices and research methods; construction principles, practices, methods and materials; surveying principles and practices; statistical and mathematical concepts; inspection procedures, applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and procedures.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing projects; performing mathematical calculations in the analysis, planning, design, management and stewardship of the natural and built environments; reading and interpreting a variety of technical plans, drawings and models, including architectural and engineering drawings and related documents; reading maps and scales; conducting research; analyzing and making appropriate recommendations on implementation of design and construction documents for municipal construction projects; coordinating construction contract activities.

Skill in writing reports and other documents; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; using computers and related software applications including geographic information system (GIS), AutoCAD, spreadsheet, presentation, mapping ,and graphic software applications; providing customer service; interpreting planning and zoning programs; organizing, collecting and analyzing data; resolving conflict and negotiating and mediating hostile situations; report writing; creating and giving presentations; public speaking; communication and interpersonal skills as applied to interaction with 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, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

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. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to fumes, odors, dust and extreme temperatures.

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.