



NASSAU COUNTY
HUMAN RESOURCES DEPARTMENT
96135 Nassau Place, Suite 5
Yulee, Florida 32097

MEMORANDUM

To: Department Heads
From: Ashley Metz *am/bls*
Date: October 24, 2019
Re: Senior Transportation Engineer

Classification: Senior Transportation Engineer
Department: Engineering
Pay Grade: 111
Salary Range: \$68,706.23 – \$104,544.80 Annually

Apply At: Applications will be accepted until filled. For additional information and to apply please visit www.nassaucountyfl.com or the Human Resources Department located at 96135 Nassau Place, Suite 5, Yulee, Florida 32097, Telephone (904) 530-6075 or Fax (904) 321-5797. Drug Free Workplace. This position is eligible for Veterans' Preference in accordance with applicable laws.

Nassau County

Job Description

POSITION: Senior Transportation Engineer
DEPARTMENT: Engineering
REPORTS: County Engineer
FLSA STATUS: Exempt
PAYGRADE: 111

GENERAL DESCRIPTION:

Provides complex professional work ensuring proper application of Civil Engineering principles and techniques, for the Engineering Department. Position focuses on managing the engineering aspects of County Roadway and Traffic Operations, including capital improvement roadway projects, traffic studies, design, maintenance, traffic control facilities, and transportation planning programs. Ensures Department compliance with all applicable policies, procedures, laws and regulations. Performs related administrative and supervisory work as required.

ESSENTIAL FUNCTIONS:

- Plans, manages, coordinates and supervises the transportation functions and programs of the Nassau County Engineering Department and all Nassau County roadway capital improvement projects.
- Supervises professional, technical, supervisory and support staff; supervisory duties include instructing; planning, assigning and reviewing work; maintaining standards, coordinating activities, selecting new employees; allocating personnel; acting on employee problems recommending employee promotions, transfers, discipline and discharge; and performance appraisals.
- Reviews the work of subordinate staff for completeness and accuracy; evaluates performance and makes recommendations; offers advice and assistance as needed.
- Develops and implements the Engineering Department Capital Improvement Program.
- Provides technical support and engineering services to the Road Department, including Capital Improvement Program and permitting.
- Provides for the adequate training and development of department employees.
- Develops and recommends policies and programs for highway planning, design and maintenance; provides technical assistance for Engineering Department personnel; reviews highway, bridge and drainage structure; planning and design activities for conformance with Federal, State and County policies and standards.
- Prepares bid packages, requests for proposals, requests for qualifications including scope of services, specifications, contract documents, location maps, etc.; responds to requests for additional data and/or clarification; reviews bids and proposals and makes recommendations for award to the County Engineer.
- Performs contract administration and management after award of contracts which includes; monitoring work performance and progress; directing contractors and consultants; coordinating work between various agencies involved with the projects; and reviewing and processing contractor/consultant invoices.

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- Ensures department compliance with all applicable policies, procedures, laws and regulations.
- Develops and administers department budgets as assigned; reviews and approves invoices for payment.
- Coordinates department activities with other divisions, departments, agencies and utilities as required.
- Reviews technical documents as submitted by engineers and developers.
- Establishes and supervises traffic data collection efforts for transportation studies and reports pertaining to the implementation of traffic control devices; condition diagrams, and accident history to recommend appropriate geometric, roadside or traffic control devices; prepares and submits traffic study reports to the County Engineer.
- Reviews traffic studies associated with traffic enforcement agreements; confers with consultants and makes recommendations to the County Engineer.
- Develops and/or reviews proposed maintenance of traffic plans prepared by others for County projects involving road closures, lane closures and detour routes.
- Meets with developers and staff to discuss proposed projects.
- Prepares status reports as directed. Prepares exhibits to aid in Board decision making.
- Directs special projects as assigned.
- Receives and responds to public inquiries, requests for assistance and complaints.
- May be required to act as the County Engineer in his/her absence.
- Performs a variety of routine administrative duties as required, which may include but are not limited to preparing reports and correspondence, entering computer data, attending and conducting meetings, etc.
- Prepares, processes and submits various documents, survey exhibits, engineering drawings, blueprints, contracts, permits, various reports, memos, correspondence, etc.
- Prepares agenda items for County Engineer's review.
- Interacts and communicates with various groups and individuals such as the Board of County Commissioners, County Attorney, subordinates, County employees, developers, engineers, contractors, consultants, municipal personnel, various other Local/State/Federal agencies, vendors and the general public.
- Operates a vehicle and a variety of equipment, which may include a computer, printer, fax machine, copier, calculator, telephone, two-way radio; utilizes an engineering and architectural scale, etc.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
- Prepares exhibit materials.
- Performs related duties as required.

(These essential functions are not a complete statement of all duties required of the job. Employees will be required to perform such other related job duties as may be assigned or required.)

MINIMUM EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree in Civil Engineering or other relevant field and five (5) years or more of engineering and/or engineering service management experience, traffic engineering

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experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Experience in working with one or more of the following areas: Development Review or Roadway Maintenance including innovative roadway surface treatment applications and rehabilitation of existing Stormwater systems is desired but not required. Must possess a Professional Engineer License issued by the State of Florida and remain licensed. Must possess a Professional Traffic Operations Engineer Certification. Must possess a valid State Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, policies and procedures of the Department and County as they pertain to the performance of duties of the Senior Transportation Engineer.
- Knowledge of the functions and interrelationships of County and other Governmental agencies.
- Knowledge in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to ensure departmental compliance with all laws, regulations and the activities of the department through effective supervision.
- Ability to review and interpret construction plans and drawings to execute job responsibilities.
- Knowledge of the materials and equipment used in the operations of Engineering Department
- Knowledge of various permits required by Local, State and Federal agencies for the Engineering Departments construction and operation projects.
- Ability to provide technical expertise in the development of engineering designs, specifications, cost estimates and project plans.
- Ability to offer training and assistance to co-workers and employees of other departments as required.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to offer instruction and advice to subordinates regarding Departmental policies, methods and regulations.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs and resolving problems.
- Knowledge of modern office practices and technology.
- Ability to use a computer for word processing and records management.
- Ability to perform required mathematical calculations.
- Ability to compile, organize and utilize various financial information necessary in the preparation of the Departmental budget and knows how to prepare and monitor the budget.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.

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- Ability to assemble and analyze information and prepare reports and records in a concise, clear and effective manner.
- Ability to produce quality work despite the stress of deadlines.
- Knowledge of the terminology and various professional languages used within the Department.
- Ability to maintain effective relationships with co-workers, personnel of other departments, professionals and members of the public through contact and cooperation.
- Ability to act calmly and quickly in emergency situations.

ESSENTIAL PHYSICAL SKILLS:

- Sitting
- Stooping
- Kneeling
- Bending
- Crouching
- Reaching
- Standing
- Walking
- Lifting and carrying up to 20 lbs.
- Pushing and pulling
- Climbing on ladders, on steps or on the ground

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

WORK ENVIRONMENT:

- Works inside in an office environment and occasionally out of doors with the ability to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, electrical currents, machinery hazards, uneven terrain, toxic agents, vibrations, noise extremes, fumes, dirt, dust, pollen, odors, etc.
- Has knowledge of the occupational hazards and safety precautions of the industry.

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I have read and understand this job description, possess the minimum education, experience, knowledge, skills, abilities and am capable and willing of performing all essential functions.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the County.

Signature

Date

October 2000
Revised:
June 2003
February 2011
April 2012
January 2017
January 2019
October 2019