

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Superintendent of Traffic, Communications, Facilities & Fleet **E-PLAN**
CLASS TITLE: Department Manager 2 **SG:E-18**
DEPARTMENT: Public Works - Operations Division **CS:N**
EEO4CODE:OA

JOB SUMMARY:

Responsible for the management, operation, maintenance and long-range planning of the Traffic, Communications, Facilities and Fleet sections of the Public Works Department which includes a variety of City programs such as traffic signals; Intelligent Transportation Systems (ITS); street lighting; signing; pavement marking; radio, fiber optic and wireless communications ; parking services; facilities maintenance; and city-wide fleet services. Works under applicable state, City and industry regulations and policies to ensure safe, efficient, cost effective and multi-modal operation and administration of these programs. Prepares budgets, directs program managers and supervisors and handles personnel functions for areas of responsibility.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works - Operations Division. Serves as a member of the Public Works Expanded Management team. Maintains direct oversight of the Traffic Operations Engineer, Communications and Electronics Manager, Fleet Manager and Facilities Manager. Responsible for indirect supervision of personnel in those four programs. Works independently under well-established Departmental and City policies and procedures as well as standards of the American Public Works Association, International Municipal Signal Association and Institute of Transportation Engineers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff in the Traffic, Communications, Parking, Facilities and Fleet Sections, and supervises the operation and maintenance of the programs.
2. Plans annual work schedules and prioritizes projects taking into account the resources of the Department and the Public Works Department's overall progress and goals. Schedules planned capital, preventative maintenance and emergency repairs.
3. Coordinates with City departments; works closely with state and county agencies, Council of Governments, Parking Commission, Public Facilities District, Western Washington University, Public Utilities District and Whatcom Transit Authority as necessary.
4. Responsible for the personnel function for areas supervised including employee selection, training and skill development, evaluations and disciplinary action.
5. Prepares annual budget for assigned areas of responsibility and operates within fiscal constraints.

6. Develops and manages multi-modal and ITS traffic safety and efficiency programs.
7. Assesses and identifies traffic, communication, parking, facilities and fleet needs, impacts and rates.
8. Manages and assures the safe and efficient operation of the City's Traffic Management Center, traffic signals, ITS, street lighting, pavement marking, signing, radio, fiber optic and wireless communication systems.
9. Provides traffic signal and street lighting electrical schematics; assists project engineers in designing traffic signals.
10. Presents information to political bodies such as City Council, Parking Commission, Planning Commission and Mayor's Neighborhood Advisory groups.
11. Oversees the organization and execution of capital, preventative and corrective maintenance programs and monitoring and repair of City buildings, facilities and equipment.
12. Oversees and ensures that appropriate customer service goals are met for internal services.

ADDITIONAL WORK PERFORMED:

1. In absence of the Assistant Director of Public Works - Operations, may act in responsible charge of the Operations Division, upon request.
2. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.
3. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Thorough knowledge of traffic engineering principles, practices, standards and methods.
- Thorough knowledge of City parking and downtown development and traffic issues, especially those related to parking and commercial business.
- Thorough knowledge of facilities maintenance theory and custodial practices.
- Thorough knowledge of fleet maintenance practices.
- Thorough knowledge of radio, fiber optic and wireless communication system operation and maintenance, including FCC licenses and restrictions.
- Thorough knowledge of applicable local, state and federal laws and standards related to traffic, communications, parking and facilities.
- Strong management skills including leadership/supervisory skills, planning and organizing, problem analysis and decision-making, interpersonal sensitivity, management control, adaptability/flexibility, and time management.
- Ability to implement effective programs related to traffic, communications, parking and facilities.
- Ability to plan, organize, coordinate, assign and evaluate the work of professional and technical staff.
- Ability to establish and maintain effective working relationships with other employees, City officials, representatives of other governmental agencies and community groups and the general public.

- Excellent written and oral communications skills for working with a diversity of personnel, public officials and citizens.
- Strong knowledge and ability in fiscal and records management including cost analysis and budget development/analysis.
- A working knowledge of relevant government and/or community institutions, organizations, procedures and processes. Familiarity with area communities and environments.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Excellent skills in planning, organizing, facilitating and participating in public meetings and public involvement processes regarding sensitive issues that affect the community.

WORKING ENVIRONMENT:

Work is carried out both in an office setting and out of doors in all weather conditions. Business travel is required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, management, public administration or closely related field required.
- Minimum of five years demonstrated complex program and project management expertise required in one or more of the task areas related to the assignment (transportation/traffic, communication systems, parking service, fleet or facilities maintenance and services).
- Minimum of three years of supervisory experience required.
- A combination of education and experience which provides the applicant with the skills, knowledge and abilities required to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.

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2/93

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