



**CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT  
invites applications for the position of:**

## **Traffic Engineering Services Manager**

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**SALARY:** \$79,657.76 - \$107,258.06 Annually

**DEPARTMENT:** Department of Public Works

**OPENING DATE:** 12/28/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Vacancy in the Traffic Engineering Division of the Department of Public Works. Applications will be accepted until sufficient applications have been received. Under administrative direction provides technical, administrative and managerial traffic engineering services for the City. Plans, directs, supervises and reviews the work of the units in the Traffic Engineering Services Division of the Department of Public Works. Provides professional engineering planning, evaluation, design, advice, and assistance to City Departments and outside agencies regarding a variety of projects involving traffic. Acts as the City's Traffic Engineer. Schedules, assigns, coordinates and supervises the work of all units in the Traffic Engineering Services Division in the evaluation, design, specification preparation and cost estimating of the construction of all public works projects involving traffic, including but not limited to, streetscapes, traffic calming measures, traffic signalization, street signs and line striping. Confers with City officials, agencies, commissioners and the public to provide advice on traffic engineering matters. Reviews and comments on Traffic Management Plans submitted by Developers and other departments. Provides support and assistance to colleagues with Public Works permit, involving traffic-related issues. Supervises all traffic data collection, studies or research relating to traffic, including but not limited to traffic counts, traffic patterns and speed studies. Directs the compilation and analysis of data and findings from traffic studies, field studies, traffic plans, drawings, etc to generate reports relating to traffic-related issues. Analyzes data, reports, and recommends changes or adjustments in signage, signalization and road markings to the Local Traffic Authority of the City. Prepares proposed traffic regulations for submittal to the Local Traffic Authority of the City. Responds to inquires from residents, and attends NRZ and other traffic-related meetings as needed. May be required to perform additional related duties. **This is a HMEA union position. The hours of work for this position are 40 hours per week. The above salary includes 5% in lieu of overtime.**

**KNOWLEDGE, SKILLS & ABILITIES:**

The examination will consist of rating of your training and experience as contained on your application and may also include a written test, an oral test or both. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designated to measure knowledge of modern principles and practices of traffic engineering. Knowledge of all local, state and national standards as written in the Manual on Uniform Traffic control Devices (MUTCD). Knowledge of engineering methods and techniques of traffic design, construction and maintenance of various traffic projects. Knowledge of municipal and regional planning and of the methods employed in conducting traffic engineering research. Knowledge of specialized Traffic Engineering Software customarily used in the profession. Ability to schedule, assign and supervise the work of a traffic engineering staff engaged in the design and construction of major traffic engineering projects. Ability to administer and coordinate the various

functions of the Traffic Engineering Division. Ability to perform a wide variety of traffic research and prepare written technical reports and estimates. Ability to analyze complex traffic issues and conditions and to present clear and concise engineering recommendations. Ability to establish and maintain effective working relationships with employees, City officials, department heads, outside agencies and the public. Ability to interact with a diverse population. Ability to communicate effectively orally and in writing.

**Physical Demands and Working Conditions:**

Work is performed primarily in an office environment and in various community settings with some travel to different sites. Incumbent may be required to work outdoors in all weather conditions, and to work in and around traffic and equipment. Incumbent also may be required to work a flexible schedule including evenings and weekends.

**QUALIFICATIONS:**

Open to all applicants who meet the following qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in an engineering field and five (5) years of increasingly responsible experience involving design, construction and contract administration for major municipal public works projects related to traffic engineering. Two (2) of the five (5) years of experience must have been in a supervisory capacity.

A Master's Degree in an engineering field may be substituted for a year of experience at the supervisory level.

**Licenses, Certifications, and Special Requirements**

Completion of the Local Traffic Authority Program offered through Connecticut Technology Transfer Center or similar organization preferred.

Possession of a license as a Professional Engineer as issued by the State of Connecticut preferred.

Membership in Professional Organizations representing Transportation and Traffic Engineering. (ITE, ITS, and similar organizations) preferred.

**HARTFORD RESIDENCY PREFERRED:** Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed CITY OF HARTFORD RESIDENCY AFFIDAVIT including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

**A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.**

**APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, INCLUDING ANY REQUIRED DOCUMENTATION. APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION FOR THIS POSITION.**

**APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.**

**OTHER INFORMATION:**

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 3- 12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules, and regulations.

**ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR VIA EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.**

**IN ADDITION TO CHECKING YOUR EMAIL INBOX FOR RECRUITMENT CORRESPONDENCE, PLEASE ALSO CHECK YOUR JUNK AND SPAM FOLDERS.**

**VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, located on the [hartford.gov/humanresources](http://hartford.gov/humanresources) page along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans, and persons with disabilities.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hartford.gov>

Position #00643  
TRAFFIC ENGINEERING SERVICES MANAGER  
PR

Human Resources Department  
550 Main Street  
Hartford, CT 06103  
860-757-9800

[humanresources@hartford.gov](mailto:humanresources@hartford.gov)

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**Traffic Engineering Services Manager Supplemental Questionnaire**

- \* 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).  
 Yes     No
  
- \* 2. How many years of experience do you have reviewing Traffic Management Plans?  
 0  
 1-2  
 2-3  
 4+
  
- \* 3. Please describe your experience with municipal public works projects relating to traffic engineering.
  
- \* Required Question