

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Transportation Manager		
<b>Job Code:</b>	MG1681	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Created:</b>	12/31/2015
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### **GENERAL SUMMARY**

Serves as the Department's liaison for transportation projects with federal, state and regional transportation agencies. Coordinates projects or major programs with other departments or outside agencies; and provides administrative support. Manages the City's Red-Light Camera and Ground Transportation for hire programs and supervises the TPW Department Warehouse and Traffic Management Division's Business Support staff.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates department projects with federal, state and local transportation agencies; manages and facilitates the flow of essential information among various agencies; and provides support to project managers.
3. Acts as department liaison with regional transportation agencies, municipalities and state and federal governments; initiates and maintains relationships; and advocates the City's transportation infrastructure needs and position.
4. Develops, manages and implements City's Sidewalk Program. Establishes pedestrian needs index criteria; selects project locations based on high pedestrian activity; communicates with residents, neighborhood associations, schools, transit agency and other organizations to implement projects.
5. Manages federal, state and local funding agreements for projects; works closely with state, regional and county staff to coordinate, budget, draft and execute multiple agency funding agreements.
6. Performs other related duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

8. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Federal, state and regional project requirements.
  - Contract regulations.
  - Principles, practices, methods and techniques of construction engineering.
  - Recent developments, current literature, and sources of information in the transportation, engineering, or planning field.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent federal, state, and local laws, codes and regulations.
- **Skill in:**
  - Analysis and problem solving.
  - Facilitation and presentation.
  - Interpersonal relations.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Program funding needs by project phases.
  - Manage execution of funding agreements.
  - Train, supervise and motivate staff.
  - Draft proposals and submit funding and scope modifications.
  - Plan and analyze future needs and programs.
  - Prepare clear and concise administrative and financial reports.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Interpret and apply federal, state and local policies, laws and regulations.
  - Interpret and explain City policies and procedures.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's Degree from an accredited college or university with major course work in planning, civil engineering or a related field and five years of experience in planning, engineering, highway or street construction, maintenance and operational activities, with at least two years of administrative and supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. 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.