

## PROGRAM COORDINATOR (TRAFFIC ENGINEERING & PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for Traffic and Transportation planning and serves as the county's liaison on numerous local and regional committees, planning groups and organizations responsible for regional traffic/transportation planning, ensuring the county's interests are represented in projects reviewed. The incumbent secures funding for projects through a variety of State and Federal sources and is responsible for the coordination of all county traffic/transportation projects. In addition, incumbent is responsible for the day-to-day supervision and operation of the Traffic Engineering and Safety section in the Department of Public Works. Supervision is exercised over sub-professional engineers, technical and skilled employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Advances County traffic/transportation projects through participation on the Mid-Hudson South Transportation Coordinating Committee (MHSTCC); identifies county projects eligible for available funding and makes application for same;

Secures federal funding for county roadway projects, makes applications for the funding and responds to any questions from the congressional offices in order to expedite the application;

Administers agreements with the New York State Department of Transportation for receipt of both Federal and State funding of projects, which includes preparing resolutions for Board of Acquisition and Contract, and reviewing NYSDOT/County agreements with Risk Management and Law prior to execution by the Commissioner of Public Works;

Coordinates the use of and provides technical support for the automated road management system used in the Road Maintenance Division so the County can easily identify those roads in need of rehabilitation, and ensure their inclusion in capital project budgets as appropriate;

Coordinates project schedules to coincide with Federal and State financial reimbursement to ensure availability of funds as projects progress and adjusts schedules to meet changes in funding availability;

Consults with the Commissioner, Deputy Commissioner, and senior department staff to ensure the coordination of construction and capital projects do not overlap and cause undue hardship on the traveling public;

Represents the county on multi-agency planning and transportation groups responsible for reviewing regional/county/local transportation projects, land use studies, improving roadway safety, etc., by evaluating proposals, providing technical expertise, developing designs and cost estimates, and assessing impact on county roads and projects, making recommendations for approval/disapproval, modification, funding, etc.;

Evaluates commercial and residential development proposals to assess their impact on the County road system;

Insures compliance with the Manual of Traffic Control Devices, which is the document which ensures uniformity among traffic signs across the county;

EXAMPLES OF WORK: (con't)

Assists in the preparation of construction program, capital and operating budgets with senior departmental staff by providing input for costs, project schedules and locations, and coordination of construction activities;

Supervises employees in the Traffic section, assigning and evaluating work, conducting performance evaluations, providing training, and participating in the interview and selection of staff;

Responsible for overseeing and performing the design, installation, construction and maintenance of all traffic control devices (traffic signs, traffic signals, pavement markings, etc.) on the County road system, providing technical assistance and oversight to staff in the Road Maintenance section who perform the work;

Confers with governmental agencies, contractors and the general public relating to complaints, safety, accidents, construction, maintenance and institutes corrective measures where necessary improve road safety;

Confers with Law Department, outside legal firms and governmental agencies relating to legal claims against the County, representing the County in pre-trial hearings and at the actual trials;

Prepares cost estimates and designs for traffic signal installation, pavement markings and highway sign projects;

Functions as department liaison with Emergency Operations Center (EOC) for security issues related to transportation projects, interfaces with traffic reporters and incident management agencies;

Prepares reports and maintains required records;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough the knowledge of the provisions of the New York State Vehicle and Traffic Law and the Manual of Uniform Traffic Control Devices; good knowledge of the principles, techniques and equipment used in traffic engineering and traffic operations; good knowledge of the general principals and techniques used in local and regional traffic/transportation planning; good knowledge of the engineering problems involved in the design, utilization and installation of traffic control devices; ability to lay out, supervise and train others; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)

position; ability to analyze and interpret traffic/transportation planning data; ability to establish and maintain effective working relationships with other officials at various levels and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; initiative; accuracy; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in civil engineering, traffic/transportation engineering or transportation planning and six years experience in traffic/transportation engineering and operations, two years of which must have involved transportation planning responsibilities.

SUBSTITUTION: A Master's Degree\* in civil engineering, traffic/transportation engineering or transportation planning may be substituted for one year of the above stated general experience. There is no substitution for the two years of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.