



# City Traffic Engineer

City of Kenmore

## SUMMARY

Provides responsible, professional, and technical engineering coordination for the project identification, scoping, prioritization, design, construction, operations, and maintenance of public works traffic engineering projects including traffic signals, signs and markings, traffic controls systems, traffic calming devices, and other traffic safety improvements. Provides Citywide transportation, traffic safety, and traffic operations planning, program management, and reporting. Responsible for managing all citizen requests regarding roadway operational issues. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement the City's Local Road Safety Plan.
- Develop and implement the City's Pedestrian & Bicycle Strategy.
- Evaluate streets and school zones for pedestrian & bicycle safety and recommend improvements.
- Create and implement a City traffic data collection program, including performing or coordinating data collection, evaluation of data, maintenance of data collection equipment inventory, generation of study documents, reports, and records.
- Create and implement a Citywide pavement management program, including coordination of pavement inspections, analysis of inspection data, pavement project identification, scoping, and prioritization, long term pavement condition forecasting, and long-term pavement management plan.
- Track, manage, and respond to all engineering service requests regarding traffic safety, and traffic operations.
- Coordinate hardware and software signal improvements, signal timing, and other operational parameters for signals with WSDOT and King County.
- Coordinate installation, maintenance, upgrades, and operation of ITS devices with WSDOT and King County. ITS devices include but are not limited to the following: RRFBS, school zone flashers, speed feedback signs, and smart signal systems.
- Provide responsible centralized professional traffic engineering coordination for the planning, design, construction, and maintenance of public works engineering and operation projects. Work includes budget management, grant tracking and reporting, and cost to complete estimates.
- Review proposed residential, commercial, and industrial development for traffic impacts to determine mitigations for safety issues for vehicles, pedestrians, bicycles, truck, and transit traffic. Assist with development of City traffic control plans.
- Review public and private traffic control plans for work in the right of way.

- Coordinate inspections of work in progress; ensure projects are completed in compliance with applicable codes, regulations, and standards imposed by various permits.
- Provide project design and management of systemic and spot improvement traffic operations and crash risk reduction projects.
- Conduct studies for the installation of new channelization, crosswalks, bike lanes, signage, and signals; interprets and apply results.
- Coordinate with Kenmore Police Department on matters relating to traffic enforcement, traffic safety or operational concerns related to road user behavior in violation of traffic laws, including coordination related to the Kenmore Automated Photo Enforcement (KAPE) program.
- Design, implement, and manage Kenmore Automated Photo Enforcement (KAPE) program, including development of policies and procedures and municipal code requirements which meet State legal criteria, identification and evaluation of potential photo enforcement locations, public outreach, contractor coordination, and meeting ongoing mandatory reporting requirements for the State.
- Coordinate with WSDOT and King County for the installation of new signing and pavement markings, or changes to or removal of signing and pavement markings in the City.
- Establish and maintain traffic data records, and traffic infrastructure inventories, including GIS assets for traffic data and traffic infrastructure.
- Provide professional traffic engineering expertise for tort issues, maintaining and updating City traffic standards and review of traffic designs.
- Stay abreast of new trends and innovations in the field of traffic engineering, providing input and involvement in federal and State regulations including the MUTCD standards and guidance, NACTO guidance, AASHTO standards and guidance, and Kenmore's Road Standards.
- Develop and coordinate special event traffic planning and control for City sponsored parades, weather events such as flooding and windstorms, street failures, and similar events.
- Respond to requests for assistance and information from other agencies and the public.
- Develop and deliver presentations to City Council regarding various requested subjects of inquiry related to City traffic interests, project planning or project alternatives, or in-progress projects or programs.
- Represent City interests as they relate to regional transportation and facilitate coordination on transportation studies and projects with regional agencies such as Puget Sound Regional Council, Sound Cities Association, Sound Transit, King County, and regional municipalities.
- Develop and manage consultant contracts (scope, schedule, and budget) for projects/studies and manage contracts including review and approval of invoices.
- Pursue grant funds for implementation of City traffic and transportation programs.
- Assist with development of City Capital Improvement Program as it relates to traffic and transportation projects.
- Assist with development of the Transportation Element of the City's Comprehensive Plan.
- Provide support and assistance to all departments with City, development, and utility projects.
- Serves in the Emergency Operations Center during emergencies or disasters. May serve as section chief.
- May supervise junior engineers and interns.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## QUALIFICATIONS

### Knowledge & Skills:

- Professional specialization in traffic engineering principles, as applicable to a municipal setting.
- In-depth knowledge of principles and practices of project management including materials, costs, design, permitting, construction techniques and trends, regulations, standards and equipment, and funding/grant management, and requires in-depth knowledge of engineering contract administration.
- Knowledge and techniques used in engineering plan review and on-site inspections and field review and evaluation as well as pertinent Federal, State, and local codes, laws, and regulations.
- Sufficient interpersonal skills to convey technical engineering concepts, to facilitate, lead, and guide other professional, trades, and technical employees, and to work cooperatively with internal and external customers.
- Technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and communications suitable for external distribution.
- Ability to take Emergency Preparedness and implementation classes as required by the City and current knowledge of safety (L&I, OSHA) requirements.
- Requires knowledge of AutoCAD.
- Requires knowledge of Synchro software program.
- Knowledge of computer software including Outlook, Word, Excel, PowerPoint

### Abilities:

- Perform all the responsibilities and duties of the position.
- Communicate clearly and concisely both orally and in writing.
- Interpret, apply, and communicate complex rules, regulations, laws and ordinances.
- Prepare, review, approve, interpret, inspect, and manage construction of engineering plans and specifications including safe work methods.
- Conduct mathematical computations using algebra, geometry, and statistics.
- Organize and sequence work associated with the review of complex projects, converting them into approved action plans.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Meet with and give presentations to the public and City Council. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities.
- Perform office and field work.
- Sufficient ambulatory ability to walk to project locations (often over uneven ground), to stand for extended periods of time, and to bend and stoop for limited periods of time.
- Sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level.
- Visual acuity to create and read three-dimensional and detailed drawings and observe work-in-progress at construction sites.
- Verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.
- Driving ability to transport oneself in and around Kenmore, King County and to meetings within the State.

- Provide up to 50 lbs. of lifting force and the ability to climb up and down vertical ladders in confined spaces.

### **Education and Experience:**

- The position typically requires bachelor's degree in civil engineering or a closely related discipline and
- Six years' progressively responsible professional engineering experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

### **Licenses and Certificates**

- Requires a valid Washington State driver's license and a good driving record. If one is selected for this position, you must provide a three (3) year driving record abstract prior to hire.
- Requires active registration as a Professional Engineer, licensed in the State of Washington within 6 months of employment.

### **ADDITIONAL INFORMATION**

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, proximity to moving equipment and construction activity; Travel from site to site; extensive public contact. Occasional attendance at night meetings and weekend work is required.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Engineering**

**FLSA: Exempt**

City of Kenmore  
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