

ATTACHMENT 3



Public Works Department

Invite Applications
For

Mobility and Traffic Engineering Manager

\$135,911 - \$165,893



Job Code #

Duties and Responsibilities

Under general direction of the Public Works Director/City Engineer, this division level management position is responsible for planning, engineering and designing a City-wide approach to emerging transportation-related initiatives. This position will coordinate and supervise the diverse mobility and transportation needs of the community which includes understanding trends related to traffic calming, preparing and overseeing the development of traffic related plans, specifications, estimates, reports and studies, and, providing technical coordination on traffic engineering projects. This position also reviews and develops traffic and mobility related conditions for development projects, oversees the City's public street meter and residential permit parking programs as well as oversees the development and implementation of transportation related aspects of the City's General Plan, Zoning Ordinance and environmental review process. Additional areas of responsibility assigned to this position include, but are not limited to:

1. Prepare estimates of costs for traffic and parking control installations and mobility projects, including traffic signals, signs, striping and markings and bicycle and pedestrian improvements.
2. Provide technical coordination on traffic signal related projects, including inspection and field liaison with contract personnel during construction and installation.
3. Perform calculations, design, checking and some drafting in connection with traffic signals, channelization and other traffic and mobility related projects
4. Provide technical information to other City departments, consultants, private developers, engineers, contractors and the public.

Minimum Requirements

Bachelor's Degree in engineering from an accredited college or university preferably supplemented by course work in traffic engineering, and four years of professional level experience in transportation planning/management or traffic engineering. Must be registered as a Professional Traffic Engineer or Civil Engineer in the State of California.

Ideal Candidate

The ideal candidate will have knowledge and understanding of the issues and solutions regarding traffic calming and mobility trends, must possess outstanding leadership and organization skills and have the capacity to develop and build a new Division, consistent with Department and City priorities. In addition, the ability to maintain effective working relationships with public officials, department heads, staff, and external customers is essential to the success of this position.

Selection Process

The most qualified candidates will be invited to an appraisal interview to evaluate experience, technical abilities, personal qualities, communication skills and suitability for the position.

How To Apply

Complete application materials (including City application, resume, and copies of relevant degrees/certificates) will be accepted until **5:00 PM, (Insert Date)**.

Apply in person or download application:

City of Culver City
Human Resources
9770 Culver Boulevard
Culver City, CA 90232
www.culvercity.org/jobs

The City of Culver City



The City of Culver City is strategically located at the intersection of the 405 (San Diego) and 10

(Santa Monica) freeways, just 15 minutes east of Marina del Rey/the Pacific Ocean. As the *Los Angeles Times*, *The New York Times*, and *The Boston Globe* have discovered, Culver City is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Handsome landmark buildings house cutting-edge media facilities and creative workshops. Downtown Culver City is just blocks away from the iconic Helms Bakery design district and the internationally acclaimed architecture of the Hayden Tract / Conjunctive Points creative industries hub.

The Public Works Department

The Public Works Department (Department) is currently comprised of four divisions: Administration, Engineering, Maintenance Operations and Environmental Programs and Operations. The Mobility and Traffic Engineering Manager will lead a new fifth division: Mobility and Traffic Engineering. The Department is responsible for providing engineering services and managing capital improvement projects; providing storm water quality control, refuse and recycling for residents and businesses and sewer overflow prevention and management, providing maintenance and repair for the City's fixed assets, which include buildings, streets, storm drains, sewers, traffic signals, street lighting; and coordinating graffiti removal, street sweeping and tree trimming services.



www.culvercity.org/jobs

Benefits Package



Following is a summary of items included in the Management Benefit package. Please see the Memorandum of Understanding for a complete review of the benefits provided.

- 9/80 work schedule.
- Deferred Compensation Plan. The City contributes **\$160.00** per pay period on behalf of employees that contribute a minimum of **\$76.25** per pay period.
- Wellness program: **\$500** annually.
- Tuition reimbursement program.
- Education Incentive: Up to **\$4,800** annually.
- Health benefits include a choice of health, dental, vision, and life insurance plans for employees and eligible dependents. Some employee contribution may be required.
- **\$50,000** term life insurance for employee.
- Membership in CalPERS (Public Employees Retirement System) retirement plan.
- Social security participation.
- Leave programs, include:
 - *Sick Leave*: 104 hours annually.
 - *Vacation & Management Leave*: 80 hours annually (for first four years) & 76 hours annually.
 - *Holidays*: 8 paid holidays per year.
 - *Personal/Holiday Leave*: 40 hours per fiscal year - unused hours may be cashed or deposited to deferred compensation account.

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The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.