

City Traffic Engineer



THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 200,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard enjoys an expanding economy based on a healthy combination of agriculture, commercial and manufacturing development, tourism, and the U.S. Navy. Residents of Oxnard enjoy a high quality of life enhanced by the clean air and mild climate of this coastal community, the charm and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a vibrant urban setting. Local assets include two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a growing community college. In addition, there are golf courses and marinas. The population has grown significantly in the last fifty years, providing both challenges and opportunities to local government and residents. Additionally, the City offers many opportunities for its enterprising and forward thinking business community, including expanding housing for its residents.

CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City operates its own Police and Fire Departments as well as three utilities: water, wastewater and solid waste. The City Council consists of an elected Mayor holding a four-year term and six council members elected by districts to four-year staggered terms. Also

directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney. Oxnard has a current all-funds budget of approximately \$667 million, which includes the General Fund of over \$216 million. The City has 1,439 authorized full-time equivalent positions within 13 City departments and the City Council. Significant and positive changes have occurred in recent years making Oxnard's future bright. In November 2020, the voters approved a 1.5 percent local sales tax that generates approximately \$57 million a year in revenue contributing to the City's long-term financial stability. Additionally, the City received \$59.5 million in federal American Rescue Plan Act funds. With this enhanced funding, the City has opened an Arts Academy for local youth in a disadvantaged neighborhood, has invested a tremendous amount in street work, and plans to build an Aquatics Center, skate park and Senior Center. It is an exciting time to be in Oxnard!

THE DEPARTMENT

The Public Works Department consists of over 500 budgeted FTEs and is responsible for the design, construction, renovation and operation of public projects and facilities ranging from seawalls to wastewater treatment plants; sewers; storm drains; water; parks; facilities; and maintenance of streets, sidewalks, streetlights, and street landscapes. The Department's executive team is committed to delivering projects and programs that enhance the quality of life, economic growth, and the environment for all residents. The Public Works Department is comprised of several divisions with an operating and capital budget of \$350 million for FY 2022-23.

To learn more about the City of Oxnard's Public Works Department, go to:

<https://www.oxnard.org/city-department/publicworks/>



THE POSITION

The City Traffic Engineer manages and directs operations of Traffic and Transportation services with diverse funding sources for its distinct programmatic areas. This position has primary responsibility for large, complex budgets and functions as a key member of the department's senior management team, formulating departmental administrative and operational policies and procedures.

The City Traffic Engineer reports directly to the City Engineer and oversees a team of 9 full-time employees as well as consultants in the areas of:

Administrative management – prepares and administers the Transportation and Mobility section of the Public Works budget. Provides day-to-day leadership and work with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations. Manages contracts for consultants providing traffic engineering services and coordinates traffic services with other City departments. Performs grant development: research programs for developing potential funding of traffic safety related projects.

Communications and outreach – serves as inter-agency liaison and represents the City with other agencies on regional transportation issues, such as transportation system planning and infrastructure financing. Provides staff support and participates in committees, commissions, and citizen groups relative to transportation and traffic matters.

Traffic operations and maintenance – manages the planning, coordination, maintenance, and repairs for 164 city-maintained signals. This includes oversight of inhouse and contract staff and the operations of a Traffic Management Center. Assess traffic conditions and implement measures for improving traffic flow on corridors and at intersections. Reviews and approves citywide signing and striping work orders.

Development review for traffic related items – oversees a team that provides comprehensive review of development related projects as it relates to transportation and traffic areas; including CEQA documents; technical reports; and improvement plans.

CIP projects related to traffic and active transportation – direct oversight of transportation and traffic related Capital Improvement Plan projects with a variety of complex funding sources. Reviews and provides strategies to complete the bicycle and pedestrian networks, consistent with applicable master plans.

Program management – Oversees traffic calming programs and citizen requests. Manages several traffic calming programs (e.g. speed hump program); citizen requests (through an app called 311), and inquiries from the public for traffic related items and improvements. School zone safety: works with school administration to improve school zone safety and operations.

THE IDEAL CANDIDATE

The ideal candidate will have strong analytical and leadership skills, be well-versed in modern principles and practices of transportation engineering and possess solid communication skills. As this position interacts with a variety of internal and external stakeholders, exceptional interpersonal skills are of the utmost importance. The successful candidate will have a proven work history of growth, the ability to effectively implement projects, and interact with staff professionally and positively. This is an ideal opportunity for individuals that possess a passion for public service, especially serving an underserved community and who recognize the opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

Key characteristics and attributes:

- Demonstrate extensive experience with planning, design, and implementation of traffic, transportation, and/or public works projects
- Able to provide expertise in municipal engineering, particularly related to capital improvement projects and traffic operations
- Demonstrated knowledge of regulations and experience working collaboratively with governmental agencies

- Approachable. Seeks open communication, collaboration, and working in a team-oriented environment
- Flexible. Able to meet clear goals and expectations, while remaining agile with the ability to adapt to changing priorities
- A 'roll up their sleeves' type of person – understands the importance and value of providing high performance and excellent customer service to the community
- A 'can-do' mentality who thrives on challenges and working on a high performing team

QUALIFICATIONS

The typical qualifications of the successful candidate include:

- The equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a directly related field
- Five (5) years of professional engineering and/or construction/project management experience
- A minimum of two (2) years' experience at the management or supervisory level
- Possession of a current Certificate of Registration as a Professional Civil or Traffic Engineer in the State of California

COMPENSATION AND BENEFITS

The salary range for the City Traffic Engineer is \$111,515.87 - \$178,425.52 DOE/DOQ.

- **CalPERS Retirement** – “Classic” members: 2% at 55 and “New” members: 2% at 62. The employee will be required to pay a portion of their annual earnings toward their retirement. The City does not participate in Social Security
- **Annual leave** – Accrual rate starts at 6.24 hours biweekly or 162.24 hours per year
- **Administrative Leave** – 40 hours per fiscal year
- **Paid Holidays** – 12 per year
- **Deferred Compensation** – 1% city contribution into employee's 401(a) account. No match required
- **Retirement Health Savings Program** – City contributes 1% of employee salary to a retirement health savings plan
- **Medical Insurance** – The City will contribute \$1,774 per month toward medical insurance premiums with no cash back. Employees who waive medical insurance will receive \$500 per month cash back with proof of other qualifying coverage. The City contributes \$30.83 bi-weekly toward dental insurance
- **Life Insurance** – An amount equal to annual salary plus \$5,000
- **Short-term disability and long-term disability plans are City-paid**
- **Workweek** – The City operates on a 9/80 schedule with every other Friday off

To view all of the benefits associated with OMMA represented classifications, please refer to the Memorandum of Understanding at: <https://oxnardhr.org/wp-content/uploads/2022/12/OMMA-MOU-Final-12.7.22-1.pdf>

APPLICATION AND RECRUITMENT PROCESS

This position is open until filled. Interested applicants are encouraged to apply ASAP as candidates are reviewed on an ongoing basis.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/city-traffic-engineer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Website: <https://koffassociates.com>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.

