



Koff & Associates  
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City of  
**Santa  
Monica**



# City Traffic Engineer





## THE COMMUNITY

The City of Santa Monica is a beautiful beachfront community of 8.3 square miles, but with a significantly large feel and impact. Home to some 91,000 residents, Santa Monica has earned an international reputation as a progressive and forward-thinking municipality well known for its high quality of life, innovative programs and service delivery, a highly engaged community, along with a strong commitment to social and economic diversity, fair housing, the arts, and sustainability.

Residents, businesses, and visitors alike are attracted to Santa Monica, a community-centered, multi-cultural beach town, because of its desirable location and world-class amenities. The City offers beautiful neighborhoods, world-famous beaches, the iconic Santa Monica Pier and Third Street Promenade, a thriving arts community, beloved local restaurants, excellent schools, exceptional health care providers, award-winning City facilities, and delightful weather.

Santa Monica's seven distinct neighborhoods are made up of approximately 71% of renters, partly due to generous rent control and affordable housing policies. The nearly 10,000 businesses in the City offer some 88,000 jobs. In addition to the City's beloved local businesses, everything from high-profile entertainment companies and world-class retail to small entrepreneurial start-ups call Santa Monica home, including Activision, Beautycounter, Cedars-Sinai, Hulu, Lionsgate, Providence St. John's, Snap, and UCLA Health. Prior to the pandemic, some 5.6 million tourists visited Santa Monica annually, contributing to its economic strength and vitality.

## GOVERNANCE

Santa Monica is a charter city with a council-manager form of government. The City Manager reports to a seven-member, part-time City Council, which is elected at-large and designates its own Mayor. The City Manager has a strong executive team that includes the City's fourteen department directors. Santa Monica's level and breadth of services surpass those of other cities of comparable and even larger size. The City provides a full slate of services, including police and fire protection, water and wastewater, street maintenance, public landscaping, a regional transit system that served 7.7 million riders in 2022 (pre-pandemic ridership was 12.6 million), parking services, parks and recreation including 245 acres of beaches, five public libraries, planning, building and safety, the Santa Monica Pier, a cemetery, and a high level of support for social services, art and cultural programs, and public education.

As an AAA-rated city, Santa Monica has long relied on conservative fiscal assumption to plan ahead. The overall proposed budget for 2023-24 is \$740.9 million and \$746.4 for FY 2024-25, putting Santa Monica on a financially sustainable track for the future.

To learn more about the City of Santa Monica, go to:

<https://www.santamonica.gov/>

## THE DEPARTMENT

The Santa Monica Department of Transportation (DOT) plans, builds, maintains, and operates a multi-modal transportation network that connects people with opportunity, improves lives, and protects the environment. DOT leads the City of Santa Monica's vision for a non-auto-centric future while ensuring safe, reliable, equitable, and sustainable street access through innovative bus, bike, pedestrian, micro-mobility, and first-last mile options.

The City Traffic Engineer position is housed within the Mobility Division, which leads the City's transportation planning, policies, and programs in collaboration with the public to support our multi-modal community. The Division's top priorities are to make the City's transportation network as safe as possible for people of all ages, abilities, and incomes while fostering a healthier and cleaner environment. The Division makes this happen through many work efforts, including traffic signal maintenance, roadway safety enhancements, innovative programs, transportation demand management, and private property development review.

## THE POSITION

The City Traffic Engineer develops and directs the implementation of standards for maintaining and operating transportation signs, signals, striping, and markings. This position manages large and complex projects. This position supervises, assigns, reviews, and evaluates the work of staff (currently 7.5 FTE).





## THE IDEAL CANDIDATE

The ideal candidate is passionate about multi-modal transportation and eager to collaborate with colleagues and the community to deliver innovative transportation projects that support the City's goals of Vision Zero, sustainability, and mode split. They are an excellent communicator, comfortable speaking in front of a variety of audiences, and is collaborative in approach to problem-solving and project management. The ideal candidate is an effective supervisor with experience managing competing demands and able to prioritize effectively to ensure that the team is meeting designated goals and objectives. They will be well-versed in the fundamentals of traffic engineering, including bikeway design and traffic signal operations, and eager to implement process improvements.

### Duties and responsibilities include, but may not be limited to:

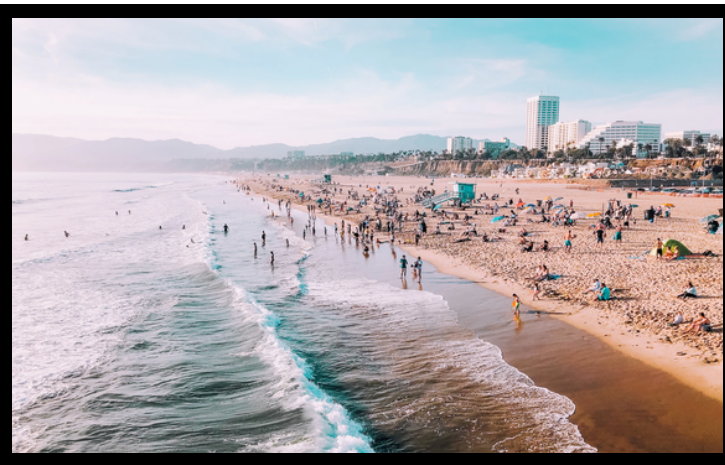
- Performs a variety of transportation planning, engineering, systems management and maintenance projects related to streets, sidewalks, travelers' advisory and traffic signal systems.
- Supervises, motivates, trains and evaluates assigned staff.
- Develops, recommends, reviews and monitors municipal and regional transportation capital improvement programs and other safety improvements in conjunction with consultants, other City departments and divisions, and regional and State agencies.
- Coordinates public use permits (i.e. street use permits, traffic control plans, use of public property permits, excavation permits) processes within the Division.
- Participates in the coordination of the City's Transportation system with the regional transportation system.
- Represents the City in professional meetings, workshops and seminars.
- Coordinates and develops engineering plans and specifications for large and complex improvement projects such as traffic signal system operations and infrastructure, neighborhood traffic calming projects, travelers advisory systems, and pedestrian and bicycle facilities.
- Evaluates long range needs for municipal traffic engineering projects, operations and maintenance, prepares reports and makes recommendations.
- Conducts selection of engineering consultants including developing scope, bidding, negotiation and project administration. Coordinates the preparation of contract documents and specifications.
- Oversees and monitors the performance of contractors and consultants to ensure that work is being done on schedule, within budget and in accordance with the terms of the contracts and the division's work plan.
- Prepares and presents reports to City Council, private and public organizations, boards and commissions, outside agencies, and the City's management staff.
- Responds to inquiries from the public, contractors, developers, and engineers and resolves issues.
- Recommends updates to existing policies and procedures to comply with federal, state and local law.

### Key Skills, Attributes and Characteristics:

- Principles, practices, and methods of transportation planning and traffic engineering.
- Principles and practices of supervision and leadership.
- Principles and practices of project management and program administration.
- Field engineering, including surveying, inspection, and construction practices.
- Construction methods, materials, and equipment.
- Applicable laws, regulations, and ordinances.
- Budget development and project management.
- Contract administration, proposal writing, grant writing, right-of way negotiations and entitlement processing.
- Computer aided design drafting, databases, spreadsheets, and related technical software.
- Caltrans Traffic Safety Handbook for street delineation guidelines, and field employee safety practices.
- Establish and maintain effective and cooperative working relationships with City employees and the general public.







## QUALIFICATIONS

- A Bachelor's degree in civil engineering or a closely related field from an accredited university.
- Five years of recent, paid work experience in transportation engineering including three years of experience as a registered Professional Civil Engineer in State of California. Two years of the required experience must include project management and supervision.
- Registration as a Professional Civil Engineer (PE) in the State of California. Registration as a Traffic Engineer (TE) in the State of California is desirable.

## SALARY AND BENEFITS

**The current salary for the City Traffic Engineer is \$148,488-\$183,312.**

**The City also offers an attractive benefit package that includes:**

- **CalPERS Pension:** Retirement formula is based on appointment date and membership status with CalPERS.
- **Medical:** City pays 92% of medical premium for employee and eligible dependents. Available plans: Kaiser; Blue Shield HMO, PPO, or HDHP plan.
- **Dental:** City pays for HMO or PPO Delta Dental plan premiums for employee and eligible dependents.
- **Vision:** City pays for Vision Service Provider plan premiums for employee and eligible dependents.
- **Life:** City paid term life insurance coverage of two times your base salary, rounded to the next \$1,000, not to exceed \$500,000.
- **457b:** City contributes \$68 per month.
- **401a:** Employee contributes 3.8% of monthly salary with one-time option to opt out for the lifetime of the plan.
- **Management Leave:** 32 hours of non-cashable leave and 40 hours of cashable leave are available July 1st of each fiscal year. The non-cashable days must be taken by the end of the fiscal year and cannot be carried over to the following year. The cashable day must be used by or cashed out at the end of the fiscal year.
- **Holiday:** 14 holidays, includes 2 floating holidays, one of which can be cashed out at the end of the fiscal year.
- **Vacation Leave:** Following completion of the first six calendar months of continuous service, six working days.
- **Hybrid Schedule:** Employee to work in a 9/80 schedule and may work from home two days out of the work week.

- **Vacation:** 12 vacation days/year, which accrues at one 8-hour day per month. Following completion of the first six calendar months of service, first six months of vacation leave accruals (48 hours) is accessible.
- **Sick Leave:** One (1) sick leave day per month. Following completion of the first six calendar months of service, first six months of sick leave accruals (48 hours) is accessible.
- **Tuition Reimbursement:** \$2,500 tuition reimbursement.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**This position will be open until Monday, October 23, 2023.**

**You will apply via the following link: [here](#).**

Applicants must file a clear, concise and complete City Application along with any required supplemental application materials with the Human Resources Department by the filing deadline.

**NOTE:** You must submit a copy of your college level transcripts or diploma with your application. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources Department no later than close of business on the application closing date. Failure to do so will result in your application being disqualified. You must attach a scanned copy of your college diploma or transcripts to your online application.

**SELECTION PROCESS:** All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.



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The City of Santa Monica is a progressive, inclusive and culturally-rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a highly-talented workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees.