

Classification description



Title: Transportation Engineer I
Job Code: 0078
Pay Range: 20
FLSA Status: Exempt - Professional, Learned

Employee Group: AFSCME 3580
Established: March, 2019
Revised:
EEO Category: Professionals

DESCRIPTION

Work with partners to develop shared investment strategies that help communities build their downtowns, main streets and corridors. Conduct agency reviews and comment on project engineering plans, designs, project management and construction. Provide support on a wide variety of multimodal transportation project tasks. Improve Metro's ability to collaborate with local partners to deliver transportation projects within budget and time constraints.

DISTINGUISHING FEATURES

This classification works in partnership with Transportation Engineer II. The Transportation Engineer I gathers information and data, conducts research and makes presentations and supports the work of the Transportation Engineer II. The Transportation Engineer II has high-level involvement in policy formulation within the assigned area of expertise and is recognized as the agency's resident technical expert in matters related to transportation engineering.

DUTIES AND RESPONSIBILITIES

1. Provides expert advice and support on regionally significant transportation projects to facilitate project partners in their ability to effectively deliver projects.
2. Manages tasks to support investment area projects with broad public impact requiring a high level of proficiency such as active transportation and roadway project development; street design best practices, regional safety strategy and other projects that require transportation engineering expertise.
3. Develops, organizes and has responsibility for work program tasks; ensures schedules and budget are met; supervises consultant tasks; develops internal and external partnerships to accomplish work programs; works with interagency teams throughout the region.
4. Prepares and delivers presentations to technical and policy issues to the Metro Council, elected officials, project committees, community groups and the general public.
5. Prepares special studies, comprehensive reports, related materials and information and presents information to public committees, other agencies and/or department staff as required.
6. Provides technical assistance for departmental projects as requested.
7. Represents Metro at meetings and on committees; facilitates the flow of information between the committees and senior Metro staff and the Metro Council.
8. Maintains helpful and productive working relationships with project partners

including local, state and federal staff and officials and other Metro departments, divisions and staff.

9. Maintains discretion with confidential information
10. Performs other duties as assigned.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Two years of professional experience in transportation engineering, planning, or project management and
- Bachelor's degree in civil engineering or other related areas, and engineering coursework in transportation or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Preferred:

- Professional Engineer license in the State of Oregon
- FE or EIT and working toward PE

Knowledge, Skills and Abilities:

- Engineering theory, principles, practices, costs, construction techniques, trends, regulations, standards, equipment and materials related to transportation projects
- Transportation engineering standards such as AASHTO, NACTO, and MUTCD
- Project management fundamentals
- Budgeting, scheduling and cost estimation
- Regional planning principles and practices
- Develop partnerships with key stakeholder groups
- Relevant federal, state and local regulations and resources
- Use a computer and major business and specialized software programs
- Organize and determine task priorities and meet strict deadlines
- Written and oral communication skills with individuals and groups, present information in professional and public settings
- Work effectively with minimal supervisory direction and guidance
- Maintain effective and productive working relationships with project partners, local, state and federal staff and officials, and other Metro departments, division and staff
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Reports to Investment Areas Manager

RELATIONSHIPS/CONTACTS

Elected boards and commissions, general public, business and community groups, government, community and business partners across the region and departments within Metro

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Standard office equipment is used.

WORK ENVIRONMENT

Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent

Classification description



basis. Changes in the performance environment require occasional upgrading of skills. Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.