

BUREAU CHIEF, TRANSPORTATION, TRAFFIC & PARKING

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Operations, manages and directs all matters pertaining to the traffic functions of the City, in accordance with the provisions outlined in Sec. C5-30-4 of the Charter. The Bureau Chief will be the head of the Transportation, Traffic & Parking Bureau and shall be responsible for the analysis, planning, execution and administration of plans and programs for the City's transportation functions. The Director of Operations shall appoint the Bureau Chief, Transportation, Traffic & Parking.

EXAMPLES OF WORK (Illustrative Only)

Except as otherwise may be provided, the Bureau Chief, Transportation, Traffic & Parking shall:

- (1) Be responsible for all aspects of traffic safety and control, all off street and on street parking and parking facilities in Stamford, but not limited to, such matters as traffic planning and analysis, installation and maintenance of traffic control devices, signs, signals and markers (including pavement markings), parking planning, meter distribution and operation, public transportation planning and other aspects related to the safe and convenient use of the transportation facilities in the City of Stamford and as assigned by the Director of Operations; assessing the impact of planning on the traffic network.
- (2) Consistent with CT General Statutes and Ordinances of the City of Stamford, make all suitable rules and regulations in regard to said department and the conduct of its business.
- (3) Appoint and supervise (including terminate) all assistants and employees in the Bureau.
- (4) Prepare grant applications and related documentation for state and federal agencies; submit all required documentation for grant reimbursements required for applicable City projects.
- (5) Coordinates the preparation of a transportation master plan and transportation studies.
- (6) Coordinates transportation, traffic and parking impacts of development proposals, subdivision and zoning amendments.
- (7) Analyzes existing transportation programs and develops recommendations for modification and improvement.
- (8) Directs traffic and road maintenance service; traffic control responsibilities and parking. Oversee management of the Traffic Engineering Department and Traffic Division, which includes Traffic Enforcement, Traffic Maintenance and Parking Fund.
- (9) Attend and represent the City at required public meetings and cooperate with municipal official and civic groups.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the principles and practices used in the preparation and exploration of plans and specifications.

Knowledge of administration including budgeting, personnel and planning.

Knowledge of planning and coordination of transportation construction projects and operations.

Ability to plan, schedule, direct and supervise the work of subordinates and contractual support personnel.

Ability to deal effectively with the public, appointed & elected officials, contractors and others.

Ability to take a leading role in the development of municipal construction projects.

Ability to prepare clear, sound, and accurate engineering and other reports.

Ability to communicate effectively both orally and in writing.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with a minimum of a Bachelor's Degree in Civil Engineering or a Bachelor's Degree in Planning, Municipal Planning, Urban Planning and five (5) years of professional traffic engineering or planning experience either with a municipality or with a large construction company or consultant.