



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Transportation Manager

Job Code: 404560	
Service Area: Public Services	
Service Unit: Engineering	
Salary Grade (Non-Union): 12	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Public Services Area Administrator	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Transportation Program Managers, Transportation Engineers	
Description Prepared By Nicholas Hutchinson, P.E., City Engineer, 6/14/2024; updated by N. Hutchinson 8/2024, 10/2024 HR Review – AW, JC 12/21/2017; CW, BM 6/26/2024; CW, BM 9/2024, 10/2024 Legal Review – NN 12/27/2017	

Date Position Description Finalized

10/2024

Role Summary

Plan, direct, manage, and oversee the operations of the Transportation Unit, which includes engineering, transportation planning, active transportation, project management, and signs/signals/streetlight maintenance. Maintains liaisons with individuals, units, and organizations and acts independently on technical matters pertaining to Transportation Unit. The knowledge and expertise required for this position results from extensive progressive experience in the areas of transportation planning, engineering, and maintenance. Provide highly complex support to the Public Services Administrator in the field of Transportation and assist in responding to inquiries from the City Administrator's Office, elected officials, and other agencies.

Duties

Duties are performed under the general supervision of the Public Services Area Administrator or designee and may include the following:

Essential Duties

- Organizes and leads a staff of highly skilled professionals and technical employees.
- Oversees, directs and participates in major activities and programs of the Transportation Department, including planning, engineering and maintenance projects and programs, develops and recommends standards and specifications, and is responsible for providing professional-level support to the Public Services Area Administrator in a variety of areas.
- Oversees the work of the City's Signs & Signals group, which is responsible for the maintenance and replacement of signage, traffic signals, and City-owned streetlights.
- Directs and supervises complex and politically-sensitive transportation programs.
- Assists in short term and long-term planning, development and administration.
- Manages the development and administration of operating budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Makes presentations to a variety of boards and commissions.
- Provides support for the City Transportation Commission.
- Stays abreast of new trends and innovations in the field of transportation and other types of public services as they relate to the area of the assignment; researches emerging products, technology and enhancements and their applicability to City needs.
- Leads and coordinates public engagement for transportation related projects.
- Analyzes and responds to citizen requests.
- Coordinates and collaborates with other City departments, specifically Public Works and Police Department.
- Coordinates with outside organizations, such as the Ann Arbor Public Schools, Washtenaw County Road Commission, University of Michigan, the Downtown Development Authority, the Ride, and various citizen groups.
- Performs occasional visits to worksites and/or construction sites to review the work of subordinates or contractors.

Related Work

- Performs other duties as assigned.

Knowledge of: (position requirements at entry)

- Best practices locally and nationally related to transportation engineering in general, with a strong background in non-motorized/active transportation specifically
- Thorough knowledge of laws and regulations related to transportation related subjects
- Public infrastructure design and construction practices
- Legal aspects of professional service agreements and contracts
- Principles of supervision, training, and performance evaluation
- Local government administration, and City and State codes, standards and specifications as they relate to the area of transportation

Skills and Ability to:(position requirements at entry)

- Set priorities, coordinate multiple assignments, and meet critical deadlines under pressure, in a timely and accurate manner
- Develop and administer departmental goals, objectives, and procedures
- Analyze and assess programs, policies, and operational needs and make improvements
- Plan, organize, direct, and coordinate the work of transportation staff
- Prepare and administer budgets
- Prepare technical reports that are clear and understandable to the target audience
- Demonstrate strong oral and written communication skills, with the ability to understand, follow and communicate oral and written policies, procedures and instructions
- Effectively prepare grant funding applications
- Identify and respond to sensitive community issues, concerns, and needs
- Exercise superior customer service skills
- Deliver complete and timely customer service
- Effectively work with other governmental agencies and nongovernmental organizations (e.g. MDOT, WATS, SEMCOG, Ann Arbor Public Schools, the University of Michigan, etc.)
- Effectively work with City Council, City management, private firms, and the general public
- Effectively use computers and applicable software

Equipment

Computers, printers, scanners, cell phone, and other miscellaneous office equipment. Familiarity with specialized traffic engineering equipment, such as traffic counters, signal equipment, etc.

Education, Training and Experience (position requirements at entry)

Required:

- Bachelor's Degree in Civil Engineering (with a focus on Transportation Engineering), Urban Planning (with a focus on Transportation Planning), Public Administration or a related field
- At least 10 years of progressive transportation experience including non-motorized transportation experience
- At least two years of supervisory experience

- The City of Ann Arbor will consider an alternative combination of education and experience

Preferred:

- Master's Degree in Civil Engineering (with a focus on Transportation Engineering), Urban Planning (with a focus on Transportation Planning), or Public Administration or a related field

Licensing Requirements (position requirements at entry)

- Valid Driver's License; AND

One of the following:

- Professional Engineering License in the State of Michigan (PE) or the ability to obtain a Michigan license within 12 months; OR
- Certification by American Institute of Certified Planners (AICP)

Physical Requirements

The physical ability to drive, reach, lift, push, pull, grasp, talk, hear, see, and perform repetitive motions.

Essential duties require the mental and/or physical ability to: work in a standard office environment; read fine print on blueprints and display terminals; converse by telephone, two-way radio, in person, or around the noise of heavy construction equipment; move across rough terrain; use calculators, and personal computers; and strength to lift and carry up to 20 pounds.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.