



City of Sunnyvale  
**Traffic Engineer, Part-Time**

<b>SALARY</b>	\$59.94 - \$76.50 Hourly	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	25-00104
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Transportation and Traffic
<b>OPENING DATE</b>	10/07/2025	<b>CLOSING DATE</b>	11/4/2025 5:00 PM Pacific

## Description

### **TRAFFIC ENGINEER, PART-TIME**

**Regular, Part-Time Employment Opportunity**

**(20 hours per week)**

**The position opens Tuesday, October 7, 2025, and the final filing date is Tuesday, November 4, 2025, at 5:00 pm.**

Work for the City of Sunnyvale: The Heart of the Silicon Valley! Visitors and residents enjoy Sunnyvale's beautiful, clean suburban setting, efficient, high-quality city services, low crime rate, quality schools and prize-winning parks.

We are looking for a Traffic Engineer, Part-Time to manage, coordinate and oversee the City's Traffic Calming Program. Responsibilities include working with residents on traffic calming requests, collecting data, performing analyses, conducting public outreach, developing and implementing traffic calming measures to address community concerns, conducting after studies, and preparing recommendations for City Council. This position may also perform other duties as assigned.

The City of Sunnyvale offers:

- Comprehensive medical, dental, and vision benefits
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving only 3% for the employee to contribute
- Retiree medical benefits available
- Paid Time Off (PTO) Accruals
- Paid Holidays
- Employee Wellness Programs

Under general direction, performs professional traffic engineering work in the planning, design, construction and operation of traffic control equipment and related facilities. Traffic Engineers/Transportation Engineers perform work in the areas of striping and signing plan designs; street light designs; the City's Safe Routes to School Program; coordinate traffic engineering issues with the City's Public Safety Department and Field Services Division; coordinate and/or conduct neighborhood traffic studies; the City's traffic calming program; bicycle studies; the City's transportation demand management program and air quality issues; and performs other duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The Traffic Engineer/Transportation Engineer is the journey level classification in the traffic engineering series. Incumbents are expected to be thoroughly familiar with the operating procedures and policies of the assigned area of responsibility, and to perform the work with only occasional instruction or assistance required as new or unusual situations arise. This is an alternately staffed classification, allowing advancement to the next higher level upon attainment and maintenance of the appropriate and required registration.

The Traffic Engineer is distinguished from the Transportation Engineer in that the former maintains current registration as a Civil or Traffic Engineer. This alternately staffed classification is distinguished from the next higher level of Senior Traffic Engineer/Senior Transportation Engineer in that the latter performs the most complex traffic engineering tasks, performs project management and contract administration duties and functions as a supervisor over assigned clerical, technical and professional staff.

## **Essential Job Functions**

*(May include, but are not limited to, the following):*

- Administers and coordinates the repair and maintenance by contract personnel of traffic signal equipment and reviews and approves invoices for payments; designs traffic striping and signing for pedestrian and vehicular movement.
- Performs traffic signal system programming and operation tasks, and conducts limited maintenance of the traffic signal system.
- May provide supervision to contract signal maintenance personnel.
- Performs neighborhood traffic studies in keeping with the City's adopted "Traffic Calming" policy; works with neighborhood groups in identifying problems and potential solutions; organizes and conducts neighborhood meetings and attempts to develop consensus on alternatives and implementation of actions.
- Provides support for the City's appointed Bicycle and Pedestrian Advisory Commission (BPAC); researches bicycle issues, develops improvement plans and prepares reports to the BPAC.
- Disseminates information regarding the City's Transportation Demand Management and vehicular air quality issues.
- Writes memos, correspondence and reports regarding a wide variety of transportation issues, projects and programs.
- Prepares specifications, plans, estimates and reports pertaining to the construction, maintenance and operation of traffic engineering facilities and street lighting systems.
- Performs professional engineering duties and advises subdividers and developers on traffic engineering and street lighting requirements.
- Prepares recommendations for Council action on speed limit ordinances; meets with representatives of other governmental agencies, major employers and with citizen groups to discuss traffic problems.
- Acts in an advisory capacity to other City departments and divisions on matters related to traffic control and safety.
- Supervises and assists in field traffic engineering studies, topographical and construction surveys for streets, traffic control and traffic flow developments.
- Performs construction inspection work requiring specialized traffic engineering knowledge.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard. Near vision is required when reading plans, written reports and other documents, and far vision is required when inspecting work sites. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to fumes, dust, allergens and air contaminants. The nature of the work may also require the incumbent to work in construction zones and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

# Minimum Qualifications

## Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in civil engineering, AND

Two years of experience performing relevant, professional level work in traffic, transportation or civil engineering.

Traffic Engineer: In addition to the above, current registration as a Professional Civil or Traffic Engineer issued by the State of California is required.

## Knowledge and Abilities:

### Working knowledge of:

- Modern principles and practices of traffic engineering as applied to the construction and maintenance of public works projects and traffic control programs.
- Applicable laws, codes and regulations.
- Micro-processor and computers utilized for traffic controls.
- Engineering mathematics, including geometry.
- Drafting and survey methods, tools, instruments and techniques.
- Traffic control devices, traffic engineering, traffic safety and traffic operations.
- Computer applications related to the work, including computer-aided traffic modeling concepts and applications.
- Standard and alternative engineering construction materials.
- Office practices, methods and equipment, including a computer and applicable software.

### Ability to:

- Effectively represent the City in contacts with governmental agencies, community groups, various business, professional and regulatory organizations and with property owners and the public.
- Analyze traffic engineering data and reports; evaluate alternatives and reach sound decisions.
- Interpret and work from design and construction plans, sketches and diagrams.
- Understand and carry out oral and written directions.
- Interpret, apply and explain laws, codes, regulations and ordinances.
- Provide excellent customer service to the public and other City employees.
- Establish and maintain effective working relationships.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise written and oral reports and recommendations.
- Work independently and as a member of a team.
- Operate a personal computer, photocopier, facsimile machine and other standard office equipment.
- Travel to various sites within the City.
- Observe safety principles and work in a safe manner.

## Licenses and Certificates

Possession of and continued maintenance of a valid class C California driver's license and a safe driving record.

Traffic Engineer: Registration as a Professional Civil or Traffic Engineer issued by the State of California is required.

## DESIRABLE QUALIFICATIONS

Possession of an International Municipal Signal Association (I.M.S.A.) Level I and Level II Traffic Signal Technician certificates.

Working knowledge of AutoCAD, Traffix, aaSIDRA, Synchro and/or Crossroads software.

## Application and Selection Process

### APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **Tuesday, November 4, 2025, at 5:00 pm.**

**Candidates are asked to fully describe any training, education, experience, or skills relevant to this position; resumes are not accepted in lieu of an application.** Electronic applications may be submitted online through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on JOBS. Late or incomplete applications will not be accepted.

### EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the **oral examination process scheduled for Monday, November 17, 2025.** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources.)

### SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of December 1, 2025.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

### INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts). A candidate with education obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense to determine its equivalency in the United States. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service.

### ADDITIONAL INFORMATION

Part-Time positions in this job classification are represented by the [Service Employees International Union \(SEIU\)](#).

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other consideration made unlawful under any federal, state, or local laws. The City of Sunnyvale is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 730-7490 or [recruitments@sunnyvale.ca.gov](mailto:recruitments@sunnyvale.ca.gov).

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**Employer**

City of Sunnyvale

**Address**

456 W. Olive Avenue

Sunnyvale, California, 94086

**Phone**

408-730-7490

**Website**

<https://sunnyvale.ca.gov>

## Traffic Engineer, Part-Time Supplemental Questionnaire

### \*QUESTION 1

**Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

*Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.*

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,

- Your role and specific responsibilities within the organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐ Yes

☐ No

#### **\*QUESTION 2**

Do you have a Bachelor's degree from an accredited college or university in civil engineering?

☐ Yes

☐ No

#### **\*QUESTION 3**

Do you have at least two years of experience performing relevant, professional- level work in traffic, transportation or civil engineering?

☐ Yes

☐ No

#### **\*QUESTION 4**

If you answered "Yes" to the question above (Question 3), please describe your experience performing relevant, professional level work in traffic, transportation or civil engineering below. Please include the names of the agencies you worked for, the number of years of experience at each agency, and the specific duties you were responsible for in your response. If you do not have this experience, please indicate N/A below.

#### **\*QUESTION 5**

Please describe your experience in conducting traffic calming studies and preparing implementation plans for traffic calming measures. In addition, please describe your experience in conducting public outreach with residents. In your response, please include specific examples. If you do not have this experience, please describe your approach to completing these tasks.

#### **\*QUESTION 6**

Please describe your experience with management of projects, keeping them on schedule, coordinating comments and input from multiple stakeholders, interested parties, and/or agencies.

#### **\*QUESTION 7**

Are you registered in California as a Professional Civil or Traffic Engineer?

☐ Yes

☐ No

**\*QUESTION 8**

If you are registered in California as a Professional Civil or Traffic Engineer, please provide your registration number below. If you are not, please indicate N/A below.

\* Required Question