

**CITY OF SALEM
TRAFFIC TECHNICIAN**

00117

NATURE OF WORK

This is technical, moderately complex, traffic engineering and drafting work.

Work involves responsibility for skilled use of traffic engineering principles and techniques to determine the appropriate methods to resolve traffic issues, issue permits, or determine traffic design or utilization to ensure public safety. Work involves the collection of traffic statistics, field surveys, street, sidewalk and right-of-way improvements or vacations, preliminary plan design preparation, updating of maps, cost estimating, identify appropriate solution to traffic issues through the use of traffic controls and devices, and implementing adopted solutions. Work responsibilities also include considerable communication with citizens, maintenance of records, completing mathematical computations, preparation of informational materials, drafting, and mapping. Work may be concentrated in a particular area of assignment or may involve several major areas of emphasis. Work is performed under general supervision with considerable use independent judgment. Work may involve lead direction of seasonal personnel and/or volunteers.

This classification is distinguished from the Engineering Technician III by the requirement of knowledge and the application of traffic engineering principles as the primary focus of the work. This classification is distinguished from the Senior Traffic Technician by the more technical nature involving research, data collection, and providing assistance and support and the absence of on-going interaction with Traffic Commissions (CATC).

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Assists Traffic Engineer in research and data collection to support development, design, and implementation of transportation programs, methods or systems. Researches technical information to assist in the development of transportation alternatives, facility improvements, or other engineering related activities. Enters engineering and technical information into personal computer.

Assists in coordinating and administering various transportation programs dealing with neighborhood traffic, traffic safety, schools and sidewalks, and parking issues. Reviews requests for permits, signs, and other traffic related requests for completeness and appropriateness and facilitates the approval process.

Confers with persons requesting service or making complaints; communicates a variety of technical information including existing policies and procedures to citizens, community groups, or City employees.

Collects pre-construction site information; researches existing City/County records to determine property line and right-of-way locations. Participates in pre-construction conferences concerning necessary temporary traffic control devices. Assists with the preparation and review of a wide variety of construction plans, striping and signing plans, traffic control plans and base maps using computer aided drafting (CAD) system.

Performs various traffic studies and surveys; collects traffic data and other information, evaluates findings for accuracy and validity, prepares reports and maps, prepares recommendations for traffic safety improvements. Maintains data base for traffic accidents, signs, signals, markings, parting permits, etc.; maintains and update program files and records. Retrieves requested information from a variety of sources and prepares data both in illustration and statistical reports.

Prepares or assists in preparing reports, letters, fact sheets, press releases, writes and edits articles for publication, prepares and updates manuals, designs forms, documents and other graphic presentations as required. May attend public meetings and make presentations to neighborhood group organizations, and various boards and commissions.

Trains, oversees, and checks the work of Traffic Counters or Engineering Technicians for accuracy and completeness.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in performing civil/traffic engineering and drafting tasks, completion of a two-year technical course with an associate arts degree and major course work in civil/traffic engineering or mathematics; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of Traffic engineering principles, the Uniform Traffic Control Devices Manual, Oregon Vehicle Code, and laws pertaining to transportation design, planning and regulation.

Knowledge of mathematics, statistics, and traffic survey techniques, instruments, and tools.

Knowledge of computer aided drafting methods.

Knowledge of engineering maps and records, research methods, techniques, and procedures.

Knowledge of construction methods, materials, and procedures

Skill in the use of variety of modern office procedures and equipment, including personal computers and word processing and computer aided drafting programs.

Considerable ability to identify issues and project consequences of proposed actions and recommend solutions in support of traffic safety.

Considerable ability to apply pertinent regulations, policies, and procedures to traffic issues and determine the most appropriate, cost effective solutions.

Considerable ability to read and interpret construction plans, maps and drawings.

Considerable ability to perform precise field survey and data collection work, make complex calculations, and reduce field notes. Apply mathematics, including trigonometry for traffic engineering computations and statistics.

Considerable ability to maintain effective working relations with other employees, contractors, and members of the public.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to determine work priorities, adapt to changing needs, plan and organize the work of others.

Ability to prepare clear and concise written reports, maintain accurate records of the progress of traffic related issues.

Possession of a valid Oregon Class C Driver's license and the ability to meet the City's driving standards.

Work involves both field and office settings. Field work involves working in a variety of locations, around uneven surfaces involved in construction, noise, fumes, and traffic with proper safety precautions. Office settings involve concentration sufficient to reduce statistical information, create drawings, and exposure to interruptions and changing assignments. Work involves drawing, computer entry, considerable telephone contact and attending meetings which could last up to four hours. Some evening and weekend work is involved in this work.

Personnel Director

1/94

jobspec.