

CITY OF SALEM
SENIOR TRAFFIC TECHNICIAN

00118

NATURE OF WORK

This is lead work performing 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 reviewing traffic statistics; field surveys; street, sidewalk and right-of-way improvements or vacations; preliminary plan design preparation; updating of maps; and cost estimating to identify appropriate solution to traffic issues through the use of traffic controls and devices; and implementing adopted solutions. Where solutions can not be resolved, prepares necessary information for Citizen Advisory Commission (CATC) and City Council action and ensures implementation of decision reached. Work responsibilities also include considerable communication with citizens, maintenance of records documenting actions taken, 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 considerable independent judgment.

This classification is distinguished from the Traffic Technician by the focus on resolving various traffic complaints in a lead capacity and public relations duties and working with the Citizen Advisory Traffic Commission (CATC) on a on-going basis to resolve community traffic issues. This classification is distinguished from the Civil Engineer II by the absence of the requirement of registration as a professional engineer, absence of full supervisory responsibilities, and a more limited scope of traffic engineering issues to resolve.

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 the daily resolution of traffic engineering problems. Responds to citizen complaints, researches and analyzes data and determines appropriate solutions and ensures its implementation. If solution is disputed, prepares agenda, reports and supporting documentation for review by CATC and City Council.

Responds to citizen inquiries concerning traffic regulations, vision hazards, traffic controls, etc. Works with City Attorney, City Police, neighborhood groups, State Highway Department, in determining cost effective solutions. Initiates a variety of correspondence, reports, drawing and statistical analysis related to traffic issues. Documents efforts to resolve traffic concerns.

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.

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 staff reports, agendas, 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 or Engineering Technicians for accuracy and completeness.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in performing civil/traffic engineering including traffic problem resolution, completion of a two-year technical course with an associate arts degree and major course work in civil/traffic engineering or mathematics including course-work in problem resolution; or any equivalent combination of experience and

training which provides the following knowledges, skills, and abilities:

Considerable 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 computer equipment and word processing and computer aided drafting programs.

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

Thorough 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.

Thorough ability to maintain effective working relations with other employees, contractors, and members of the public including complex, technical engineering requirements to a lay audience.

Thorough 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

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