

CITY OF HELENA



Position Title: Traffic Control Tech I

Department: Public Works/Traffic

Position #: _____

Grade: 135

EEO Category: (08) Service Maintenance

FLSA: Non-exempt

EEO Function: (02) Streets & Highways

Work Comp Code: 9410

DEFINITION

Performs a variety of skilled manual labor tasks assisting other Traffic Control Technicians using common hand and power tools. Performs a variety of skilled manual labor tasks, associated with installing and maintaining traffic control signs, and devices. Participates in traffic studies, and operates light equipment as assigned.

SUPERVISION RECEIVED

Works under the immediate supervision of the Traffic Control Technician II.

SUPERVISION EXERCISED

Supervises work of assigned summer employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs manual labor involved in the construction and placement of traffic control signs, signals, and pavement markings.

Fabricates, assembles, and installs traffic signs, and assists in the installation of traffic control devices.

Sets up work zone traffic control and channelization, to provide safety for workers and public.

Helps maintain records of location, condition, and type of traffic control signs and devices.

Supervises the work of temporary summer employees.

Assists in the collection of data related to traffic engineering studies.

Assists in maintaining traffic signals.

Assists in providing traffic and crowd control for major events, such as parades.

Assists in correcting or eliminating sight obstruction, in accordance with sight obstruction program.

Constructs rebar reinforcement cages for signal pole bases.

Pours concrete and grout as needed after signal pole installation.

May operate dump truck for plowing and sanding, during snow removal for Street Department.

Operate manually propelled pavement marking machine, aerial lift truck*, front-end loader*, back-hoe*, air compressor, jack hammer, post pounder, sand blaster, acetylene torch, arc welder, pipe threader/cutter, distance measurers, magnetic locator, rock drill, trailers, and a variety of hand and power tools. *as required.

Performs routine preventive maintenance to ensure that machines and equipment necessary to the job are reliable and continue to run smoothly when needed.

OTHER JOB RELATED DUTIES

Performs other duties as assigned

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job

assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The methods, material and equipment used in traffic sign and device installation and traffic management.

The Manual of Uniform Traffic Control Devices.

Skill to:

Use common hand and power tools, along with knowledge of hazards and safety practices.

Work with concrete and grout.

Ability to:

Perform manual labor in adverse weather conditions.

Work independently and complete assigned tasks on schedule.

Establish and maintain positive relationships with employees, the public, and other agencies.

Remain calm and professional when dealing with stressful traffic situations.

Work overtime, and respond to call outs during off hours and weekends.

Physical Demands & Work Environment

Performs a variety of physical activities including lifting, climbing and crawling. Requires various types of physical exertion, such as: prolonged bending, stooping, and lifting; and driving vehicles and/or equipment for long periods of time. Lifting – 50 to 75 pounds.

May be exposed to a variety of hazardous and/or unpleasant field conditions, including: wet, rainy, cold, or hot weather; and traffic. Works inside and outside in all weather conditions.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years related experience in construction or maintenance work is desirable, especially involving manual labor and the use of common hand and power tools.

Training:

High school graduation or equivalent.

Special Requirements, License and/or Certificate:

Driver's License, IMSA Signs and Marking Certification. (Level I), ability to acquire knowledge of MUTCD within twelve (12) months. Must obtain a Class B CDL within 30 days of employment with an acceptable driving record. This position is subject to DOT drug & alcohol testing.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____