

CITY OF HELENA



Position Title: Traffic Control Tech III

Department: Public Works/Traffic

Position #: _____

Grade: 139

EEO Category: (08) Service Maintenance

FLSA: Non-exempt

EEO Function: (02) Streets & Highways

Work Comp Code: 9410

DEFINITION

Performs a variety of technical and skilled manual labor tasks assisting traffic control.

Performs and supervises workers, engaged in fabricating, assembling, and installing traffic signs and traffic control devices. Responsible for evaluating all incoming requests for restricted handicapped and parking installations. Coordinates and assists other departments and contractors with temporary traffic control at construction sites. Responsible for inventory and ordering of supplies for traffic control.

SUPERVISION RECEIVED

Under the general supervision of the Street, Traffic & Fleet Services Superintendent.

SUPERVISION EXERCISED

Supervises work of summer employees and the Traffic Control Technician I.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Instructs and supervises workers engaged in the pavement marking program, installing traffic control signs, and setting up traffic control work zones.

Performs manual labor involving fabrication, constructing and placing traffic control signs, signals, devices and pavement markings.

Inspects the placement and replacement of traffic signs and pavement markings, and recommends repairs needed.

Plans and designs channelization and signage needed for traffic control work zones.

Maintains appropriate level of inventory of traffic signs and control devices.

Provides traffic and crowd control during major public events, disasters or emergencies.

Assists the Traffic Signal Technician with maintenance and operation of traffic signals, and devices.

Responds appropriately to complaints, problems or hazards in accordance with sight obstruction ordinance program.

Conducts field collection of traffic data for traffic engineering studies. Performs other duties as assigned

Operate aerial lift truck, pavement marking machines, front end loader, acetylene torch, welder, air compressor, trailers, pipe threaders, rock drill, distance measuring device, jack hammer, post pounder, and a variety of hand and power tools.

Provide technical facts and advice for all new signing throughout the City. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Analyzing information and evaluating results to choose the best solution and solve problems.

Coordinate maintenance of City pavement markings with contractors.

Assist in drafting and producing contracts necessary for work to be done on City streets.

Interact with the public regarding signing and marking requests ie: restricted parking, handicap parking etc.

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

Other job duties as may be 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, materials, 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 for their use.

Use traffic data collection equipment.

Work with concrete.

Design and implement traffic control plans for major public functions.

Operate equipment, such as aerial lift truck, front end loader, welder, torch, and pavement marking machines.

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to:

Perform manual labor in adverse weather conditions.

Work independently, as well as supervise the work of others.

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

Remain calm and professional when dealing with stressful traffic situations and the general public.

Maintain accurate records, and prepare reports.

Work overtime, and to respond to callouts during off hours and weekends.

Physical Demands & Work Environment

Performs a variety of physical activities including lifting, climbing and crawling. Work in these

classifications 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.

Incumbents in these classifications 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:

Four (4) years related experience in operating equipment and in construction procedures relative to installing traffic control signals, signs and devices with two (2) years supervisory experience.

Training:

High school graduation or equivalent.

License or Certificate:

IMSA Signs and Markings Certification (Level I and Level II); Must possess a valid Montana Driver's License with an acceptable driving record. CDL-class B preferred but not required. If CDL is utilized then drug & alcohol testing required.

IMSA Associate Signal Technician Certification (Level 1)

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: _____