

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Traffic Analyst I

Department: Transportation

Pay Grade: 507

FLSA Status: Non-Exempt

Job Code: T724

JOB SUMMARY

The purpose of this classification is to perform technical and administrative functions in support of traffic management activities of the Transportation Department, including collecting field data and observing traffic conditions. Assists the Traffic Analyst II position by gathering and analyzing data in conducting traffic engineering studies.

ESSENTIAL JOB FUNCTIONS

- Collects and compiles field data including speed counts, tube counts, traffic counts, ADT counts, and traffic signals; transfers data to and from counters; sets-up equipment to conduct counts; maintains data on file for future needs; submits reports to management and state and county agencies as appropriate.
- Downloads, sorts, organizes and reviews all traffic accident reports. Notifies staff of any damage listed to city infrastructure.
- Manages the driver's feedback signs program and maintains a rotational list to move the signs around the City. Conducts before and after speed studies and maintains the equipment.
- Observes trouble spots in the traffic and transportation system and recommends traffic design improvements to supervisor: photographs traffic accident sites and transportation problems; creates collision diagrams and condition diagrams of High Accident Locations; conducts studies of stop signs; and submits work orders for readily observable remedies.
- Monitors, video records, counts, and collects data for every major intersection in the city, which includes setting up temporary cameras, occasional on site vehicle counting, data collection and inventory of all counts done in the city.

- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares and receives various forms, reports, correspondence, time cards, supply lists, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, AutoCAD, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or GED; one (1) year of traffic engineering analysis experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license, with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge and understanding of Autocad, GIS, Excel, Outlook, and HDM programs.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light to medium duty work which requires the ability to exert very moderate effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds), occasional assistance with lifting and moving equipment weighing 50-75 lbs. Work may require moderate to extensive walking along roads or in areas of surveying. Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, heat, humidity, sun, rain, temperature and noise extremes, and traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.