

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 Operations Technician I

Department: Transportation

Pay Grade: 506

FLSA Status: Non-Exempt

Job Code: T736

JOB SUMMARY

The purpose of this classification is to assist in the manufacture, installation and maintenance of roadway signs and road markings.

ESSENTIAL JOB FUNCTIONS

- Assists in the installation, repair, and maintenance of traffic control signs to provide information, notices or warnings, such as street names, speed limits, stop signs, handicap notices, regulatory notices, river/creek names, bridges, bridge weight limits, City limits, road curves, E-911, construction work zones, warnings, and other signs; installs or places road barricades, road closing notices, and detour signs; removes old signs/posts from ground; digs holes for sign posts; drives new sign posts into ground; paints barricades and dead-end hazard barriers.
- Assists in applying and maintaining pavement markings on road surfaces, such as highway lanes, parking lot lines, intersection markings, pedestrian walkways, directional arrows, and other markings; applies paint and thermoplastic pavement markings; installs raised pavement markers at intersections and on highways; erases pavement markings.
- Assists with the fabrication of road signs per established standards, using computerized traffic sign design/manufacturing program; operates sign cutting machine to cut out letter/number characters from aluminum blanks and sheeting; lays out letters and adheres to blank sign plates; designs, constructs, and fabricates special signs as needed.
- Cuts tree limbs and shrubs and performs various manual tasks to maintain sign visibility.
- Assists the Traffic Analyst I with the installation of traffic counters and Driver Feedback Signs.
- Maintains a clean and safe work environment at all times.

- Operates or assists in the operation of a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility vehicle, generator, blower, arrow boards, grinder, Apollo machine, drill press, band saw, chain saw, hydraulic equipment, pneumatic equipment, measuring equipment, hand tools, or two-way radio.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, replacing parts, washing or cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, assists with traffic control/safety at work sites, and monitors work environment to ensure safety of employees and other individuals; flags traffic through/around work sites; sets up detours, safety cones, barricades, barrels, and road/warning signs.
- 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; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings and serves on committees as needed; participates on review committees, safety committees, or other committees.
- 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 or completes various forms, reports, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Assists signal department when needed.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of sign fabrication, word processing, spreadsheet, database, 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 experience in construction or public works; 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, and a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- 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 a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, 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, odors, wetness, humidity, rain, temperature and noise extremes, machinery, 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.