



Range: SG-13
FSLA Status: Non-Exempt
Date: June 11, 2014

TRAFFIC AIDE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform technical duties associated with traffic analysis, traffic signals, pedestrian and other non-motorized traffic, street lights, traffic calming measures; right-of-way permits issuance and review of traffic studies, including but not limited to review of traffic detours, street names, house numbers; conduct traffic counts; conduct, review and oversee the maintenance of traffic signals and street lights; inspection of roads, streets, and trails; ensure project compliance with City standards, ordinances, codes, plans and specifications.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Engineering Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Conduct, review and oversee the maintenance of traffic signals and streetlights.
2. Review and assign site addresses, and maintain associated records.
3. Review street names and make recommendations to the Engineering Supervisor.
4. Conduct traffic counts, reduce raw data and maintain records of counts.
5. Maintain related equipment and records.
6. Review applications for right-of-way permits and issue permits as appropriate.
7. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
8. Review traffic studies.
9. Review requests for traffic calming measures and make recommendations.
10. Review and comment regarding traffic control and detour plans for existing and proposed developments, and Capital Improvement Projects.
11. Stay abreast of new trends and innovations in the field of traffic aide duties.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Process right-of-way permits.
14. Maintain computerized and hard copy records of addresses, right-of-way permits, and traffic counts.
15. Review accident data, and propose safety improvements.
16. Coordinate updates to maps with GIS personnel.
17. Maintain and interpret subdivision plats and other right of way documents.

QUALIFICATIONS

Knowledge of:

- Methods, techniques and procedures involved in traffic signal and street light maintenance
- Electrical safety
- Methods, techniques and procedures involved in conducting traffic counts
- Methods, materials, techniques and safety standards involved in working in and along streets
- Traffic control practices
- Construction practices and equipment
- Knowledge of surveying, theory, field work and basic mapping
- Hazards of the job and standard safety precautions
- Principles and procedures of record keeping and report preparation
- Modern office procedures, methods and computer equipment
- State and local codes, ordinances and regulations relating to issuance of permits
- Good customer service actions and communication

Ability to:

- Review, analyze and interpret civil engineering plans and specifications
- Review, analyze and interpret electrical plans and specifications
- Use computer software applications such as spreadsheets, word processing, and email
- Use Internet in the researching of projects
- Interpret and apply construction codes, policies and procedures, rules and regulations
- Ability to work on several projects/tasks during a work day
- Enforce codes and regulations with fairness, objectivity and firmness
- Communicate clearly and concisely in English, both orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Follow verbal and written instructions
- Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees
- Ability to read and draw maps and diagrams

Experience:

Minimum one (1) year of experience performing technical duties such as traffic counts, traffic study review or preparation, right-of-way permit issuance or similar duties.

Training:

Minimum high school graduation or G.E.D. Six (6) months experience/training in planning traffic control and/or performing traffic measurements. AA or AS degree in civil engineer technician or traffic engineer technician desirable.

License or Certificate

- Possession of, or ability to obtain, a valid Arizona driver's license.
- Possession of, or the ability to obtain within six months, IMSA (International Municipal Signals Association) Work Zone Safety Specialist Certification
- Possession of, or the ability to obtain within one year, IMSA (International Municipal Signals Association) Traffic Signals Level I Certification. IMSA Traffic Signals Level II Certification desirable.
- Possession of, or the ability to obtain within six months, ATSSA (American Traffic Safety Association) or equivalent, Work Zone Traffic Control Technician Certification. ATSSA (American Traffic Safety Association) Traffic Control Supervisor Certification desirable.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; travel from site to site; exposure to electrical hazards, noise, dust, dirt, and grease; exposure to inclement weather conditions; exposure to vehicle traffic.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; bending, stooping or kneeling during inspections; climbing stairs or ladders; operating motorized vehicles or equipment; lifting and carrying light to moderate materials; general manual dexterity. Ability to lift 30 lbs. or more.