

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Traffic Control Technician	BAND/LEVEL:	Oprs III
DEPARTMENT:	Public Works	JOB NO:	7355
DIVISION:	Public Works Maintenance	DATE:	3/25/12
REPORTS TO:	Supervisor, Public Works Maintenance	FLSA STATUS:	NE
FULL-TIME: <u>XX</u>	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 321

REPLACES: Traffic Control Technician

DATE: 3/10/2008

JOB SUMMARY STATEMENT:

Installs and maintains traffic and street name signs and applies pavement markings for traffic control. Operates various hand tools and equipment as required to perform the work. Designs and fabricates signs to regulatory standards as assigned. Assists with basic maintenance/repair of traffic signals and streetlights such as lamp and fixture replacement.

DUTIES AND RESPONSIBILITIES:

1. Installs and maintains traffic and street name signs. Interprets work order and determines correct size, color, type and location of sign in accordance with Manual for Uniform Traffic Control Devices and local codes. Locates underground utility cables. Fabricates and installs various sign sizes and types.
2. Operates various equipment to apply paint and markings to pavement for traffic control. Determines quantities of materials needed, sets up work zones, and evaluates work conditions to ensure proper painting environment.
3. Operates various hand tools and equipment used in the installation and maintenance of signs and pavement markings. Ensures tools and equipment are in proper working condition. Performs routine maintenance checks and cleaning on equipment and preventive maintenance as required. Informs supervisor of equipment status.
4. Maintains a working knowledge of applicable regulatory and work policy standards to properly install signs and pavement markings. Maintains records of completed work and inventory of materials.
5. Assists in performing inspection of pavement markings and traffic signing installation work by contractors. Keeps appropriate records of work performed and acceptance/rejection of work. Reviews plans during design phase. Reads and understands plans, prints, and verbal remarks for pavement marking.
6. Responsible for coordinating signing and marking installation and maintenance in assigned district. Performs periodic systematic surveys to note deficiencies or problems, prepares work orders and schedules follow-up work.
7. When assigned, acts as a team lead on small work crews or specially directed projects. Assists the Crew Leader and/or Supervisor in the planning, purchasing of materials, and record keeping. Shares information and trains others in proper procedures in all aspects of signing, marking, fabrication, and safety.
8. Reviews and assists in the preparation of plans for scheduled special events; gathers needed traffic control devices and positions them at field site, adjusting as necessary to ensure safety.
9. Designs and fabricates signs as requested using various types of machines. Maintains and applies inventory identification markers to ensure proper record and inventory.
10. Installs and collects automatic traffic counting devices as directed. Collects traffic count data as needed through either manual or electron means.
11. Assists with traffic signal, street light and weather sensing systems maintenance as needed. Such tasks include lamp replacements, pole setting, conduit installations, and cable repair.
12. Assists Street Maintenance Division with snow, ice, and other public emergencies as needed. Operates single axle, tandem, or one-ton truck with spreader and front and wing plows to clear streets of snow and ice. Mounts front and wing plows and spreader equipment. Hooks up hoses and tie down straps. Proceeds to assigned route exercising caution. Cleans all equipment and performs maintenance when shift ends.

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13. Uses computers and software for e-mail and to enter and extract data from the work management system.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
15. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school education or additional equivalent experience. Must possess a valid Class A commercial driver's license with air brake endorsement or be able to obtain within 6 months from date of hire. Must maintain an insurable driving record. Requires IMSA Level II Signs and Marking, and ATSSA Pavement Marking certifications.

EXPERIENCE:

Three years of experience, or an equivalent level of education and experience, in the installation of maintenance of street signs and pavement markings.

SKILLS:

1. Ability to work independently
2. Manual dexterity
3. Good listening skills
4. Reading skills

MENTAL REQUIREMENTS:

1. Ability to assess situation and use judgment in responding
2. Ability to read and comprehend city, state and federal regulations
3. Ability to work under distracting conditions
4. Ability to handle multiple tasks
5. Ability to adapt to changing environment
6. Mechanical aptitude
7. Concentration
8. Ability to analyze safety situations
9. Alpha/numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to safely operate equipment, machinery and power tools
2. Ability to drive City vehicles
3. Exposure to vehicle/machinery noise and exhaust fumes
4. Exposure to extreme environmental changes
5. Hand/eye coordination
6. Exposure to liquid chemicals and fumes
7. Ability to distinguish colors

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect – Summer laborers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Freq. - Const.	even and uneven surfaces
Walking	Freq. - Const.	even and uneven surfaces
Sitting	Freq. - Const.	motor vehicle operation / office environment
Driving	Freq. - Const.	motor vehicle operation
Bending	Freq. - Const.	required to complete requirements
Stooping	Freq. - Const.	required to complete requirements
Twisting	Freq. - Const.	required to complete requirements
Kneeling	Freq. - Const.	required to complete requirements
Squatting	Freq. - Const.	required to complete requirements
Crawling	Occasional	required to complete requirements
Stairs	Occasional	enter / exit vehicle - cab and truck bed
Ladders	Occasional	enter / exit various surfaces on vehicles

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Signs	0- 25 lbs.	floor to overhead	variable	occasional	two hand lift
Driver Tool	40 lbs.	floor to waist	variable	occasional	two hand lift
Miscellaneous tools	0- 10 lbs.	floor to overhead	variable	frequent	one or two hand lift

** This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Signs	0- 25 lbs.	0- 50 feet	variable	occasional	two hand carry
Driver Tool	40 lbs.	0- 50 feet	variable	occasional	two hand carry
Miscellaneous tools	0- 10 lbs.	0- 50 feet	variable	occasional	two hand carry

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
misc. items	10- 30 lbs.	occasional	1 or 2 hands

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PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
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REACHING	DURATION	DESCRIPTION
Below Knee Height	freq. to const.	type of job dependent
Below Waist Height	freq. to const.	type of job dependent
Forward > 2 Feet	freq. to const.	type of job dependent; motor vehicle operation
Above Shoulder Height	freq. to const.	type of job dependent
Lateral Reach	freq. to const.	type of job dependent; motor vehicle operation

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job dependent; motor vehicle operation; 1 hand controls
Pinching	frequent	type of job dependent; motor vehicle operation; 1 hand controls
Wrist Flexion & Extension	frequent	type of job dependent; motor vehicle operation; 1 hand controls
Wrist Lateral Deviations	frequent	type of job dependent; motor vehicle operation; 1 hand controls
Pronation & Supination	frequent	type of job dependent; motor vehicle operation; 1 hand controls

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