



**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Traffic Engineering Technician	BAND/LEVEL:	Tech II
DEPARTMENT:	Public Works	JOB NO:	3820
DIVISION:	Traffic Services	DATE:	02/22/2017
REPORTS TO:	Supervisory Civil Engineer or Asst City Traffic Engineer	FLSA STATUS:	NE
FULL-TIME:	XXX	COST CENTER:	320
REPLACES:	Traffic Engineering Technician	LAST REVISED DATE:	11/05/2013

JOB SUMMARY STATEMENT: Performs preliminary investigations, planning, design, and operation of traffic control devices including signs, signals, lighting, and pavement markings. Visits work site, collects field data, and monitors construction work. Drafts required engineering drawings, graphs and charts. Processes traffic accident reports and maintains computer databases, files, and traffic division inventory maps. Assists with monitoring of the Overland Park Traffic Control System (OPTCS). Monitors OPTCS computers, peripheral equipment, and controller clocks in the field. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Collects field data obtained by manual or machine counts and compiles and summarizes data in a written report format to accomplish various types of traffic engineering studies such as: traffic counts, spot speed studies, travel time runs, and signal warrant studies.
2. Investigates complaints concerning traffic conditions, problems, and requests for traffic control devices, and prepares recommendations. Reviews existing traffic records, conducts field investigation of complaint area, summarizes data into written format, submits to supervisor, and prepares written response.
3. Prepares engineering drawings for traffic signal and street lighting installations as directed by supervisor. Reviews plats, maps, and construction plans. Conducts site survey and collects field data for base plan. Coordinates utility locations, existing and future. Assists engineer with design, compiles quantities and completes all drafting and plan reproduction. Performs construction staking of project for contractor.
4. Ensures pavement markings and signs are in compliance with accepted standards.
5. Maintains traffic accident report file and computer database. Obtains and reads police accident report and determines accident location. Extracts pertinent information and enters data into computer and file. Updates high accident location report quarterly, compiles data for annual accident rankings and prepares collision diagrams and summaries as requested.
6. Visually inspects City traffic signal construction sites, compares actual work progress to approved plans. Discusses requirements and monitors deviations from the original plans and makes a written report for construction file.
7. Assists Traffic Service personnel in completion of office and field projects. Prepares plans and assists in installation of projects such as signs, pavement markings, street lighting, and signals.
8. Updates, reproduces, and distributes maps showing OPTCS coordinated systems, annual traffic counts, school crossings, truck routes, speed limits, and signal locations.
9. Maintains travel time database and turning movement count database. Tabulates travel time runs and turning movement counts, enters data into computer, and produces summary reports.

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10. Assists in the monitoring of OPTCS. Visually inspects the master controllers for proper operation and correct timings. On a weekly basis, checks the communication status to each controller with communication capabilities. Periodically checks the clock and timings of all OPTCS coordinated signals in the field. Assists with software development.
11. Assists in emergency operations, including snow removal, as required.
12. 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.
13. 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:

- Basic education with additional courses in traffic or civil and electrical or computer engineering, drafting, surveying and research techniques or an equivalent combination for formal education and experience.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.

EXPERIENCE:

- One year of experience or equivalent levels of experience in a technical field and/or office traffic engineering paraprofessional work such as traffic signal operation, design and inspection, traffic engineering data collection, investigations and studies, work zone traffic control designs and inspections, and surveying and drafting.

SKILLS:

1. Drafting skills (manual and CAD)
2. Surveying skills
3. Computer operation skills
4. Analytical skills
5. Good oral and written communication skills
6. Ability to work independently
7. Basic math skills
8. Manual dexterity

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state and national regulations
2. Ability to access situation and use judgement in responding
3. Ability to work under distracting conditions
4. Mechanical aptitude
5. Ability to understand computer commands
6. Ability to analyze safety situations
7. Ability to read and understand site plans and blueprints
8. Ability to read and interpret various reports
9. Ability to use and interpret various software packages

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10. Ability to exhibit diplomacy and judgement when working with citizens, contractors, or other public officials

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input data into computer and operate computerized drafting equipment, surveying equipment and other electrical measuring devices.
2. Ability to drive City vehicles
3. Ability to visually inspect construction sites
4. Exposure to vehicle noise and fumes
5. Exposure to extreme environmental conditions
6. Exposure to chemical liquids, powders and fumes
7. Ability to operate print machines, plotter, and other drafting equipment

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

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	Occasional	option to sit or stand at office work station, outdoors occ.
Walking	Occasional	office setting, walking outdoors occ, gravel, grass, pavement, etc
Sitting	Freq. - Const.	motor vehicle operation / office environment
Driving	Occasional	motor vehicle operation, CDL required for snow plow, seasonal
Bending	Occasional	routine office work, delivering/retrieving stealth units
Stooping	Occasional	routine office work, delivering/retrieving stealth units
Twisting	n/a	
Kneeling	n/a	
Squatting	n/a	
Crawling	n/a	
Stairs	Occasional	stairs to 2nd floor, elevators available, 2-3 steps to truck
Ladders	Occasional	ladder available to install stealth units

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Stealth Unit	35 lbs	floor to chest	10-20x/month	occasional	two hand lift
Signal Controller	12 lbs	floor to chest	1-2x/month	occasional	two hand lift
Carbite blade	61 lbs.	0-24 inches	variable	occasional	two person lift
Material spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift
Backing plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Rubber blade	90 lbs.	0-24 inches	variable	occasional	two person lift

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CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Stealth Unit	35 lbs	50-100 ft	10-20x/month	occasional	two hand carry
Signal Controller	12 lbs	50-100 ft	1-2x/month	occasional	two hand carry
Material spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Rubber blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Carbide blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Backing plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry

PUSHING/PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Material spinner	100 lbs.	occasional	two person push/pull - 20 inches
Snow plow	40 lbs.	occasional	two hand push/pull

REACHING	DURATION	DESCRIPTION
Below Knee Height	Occasional	type of job dependent
Below Waist Height	Occasional	type of job dependent
Forward > 2 Feet	Occasional	type of job dependent; motor vehicle operation
Above Shoulder Height	Occasional	type of job dependent
Lateral Reach	n/a	

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

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

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