

Marion County Board of County Commissioners

POSITION DESCRIPTION



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 ENGINEERING TECHNICIAN

Department: Office of the County Engineer
Pay Grade: 108
FLSA Status: Non-Exempt
Job Class: 3157
Risk Code: 5509

JOB SUMMARY

Responsible for performing technical work related to traffic engineering practices and traffic control and for the support maintenance of safety and welfare in functional areas related to roads, signage, pavement markings, and signals.

ESSENTIAL JOB FUNCTIONS

- Reports directly to and provides technical assistance to the Traffic Engineer.
- Sets up mechanical field traffic counters at various locations and retrieves data from counters.
- Creates and maintains a database of historical traffic count data.
- Conducts turning movement counts by using counting equipment and traffic signalization studies.
- Prepares and reviews traffic studies and traffic control plans to ensure compliance with the Manual on Uniform Traffic Control Devices.
- Provides reports regarding traffic studies, budgetary needs, citizen inquiries, etc.
- Reviews and inspects sign design and roadway marking installation plans using federal, state, and County specifications as guidelines.
- Investigates complaints regarding traffic operations. Makes recommendations to supervisors for resolution of complaint.
- Assists in the review of development plans.
- Assists in the handling of complaints and inquiries from the general public and other persons, either by phone or in person.
- Assists with various special projects and other related duties as directed and/or assigned.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.

- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities but may function as a lead person with a small group of employees. Provides guidance, advice, and assistance to others on work assignments and may occasionally provide work directions.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and six (6) years' progressively responsible experience in signal operation, installation, and maintenance; or an equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Traffic Signals Level I from the International Municipal Signal Association.
- Sign and Pavement Markings Technician Level I from the International Municipal Signal Association.
- Traffic Signal Level II Field Technician from the International Municipal Signal Association within one (1) year of appointment.
- Signs Technician Level II from the International Municipal Signal Association within one (1) year of appointment.
- Pavement Markings Technician Level II from the International Municipal Signal Association within one (1) year of appointment.
- Intermediate Temporary Traffic Control (TTC) within three (3) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop effective plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, or technical systems.

- Knowledge of and experience in civil or traffic engineering.
- Knowledge of procedures, methods, and practices of conducting traffic engineering studies in connection with traffic control.
- Knowledge of equipment and materials utilized in traffic engineering studies and traffic control.
- Knowledge of inventory methods and record control.
- Knowledge of standards and practices related to roadway signing and marking.
- Ability to prioritize and analyze data.
- Ability to organize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to climb, balance, kneel, crouch, and crawl; and will frequently be required to stand, sit, use hands to finger, handle, feel, talk and hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.