

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 MAINTENANCE TECHNICIAN I / II

Department: Office of the County Engineer
Pay Grade: 204 / 206
FLSA Status: Non-Exempt
Job Class: 3301
Risk Code: 5509

JOB SUMMARY

Responsible for performing manual work involved in the maintenance, layout, and installation of pavement markings along County maintained roads; the fabrication, assembly, installation, repair and maintenance of traffic control devices and signs; and/or assisting in the construction and maintenance of traffic signals.

ESSENTIAL JOB FUNCTIONS

- Assists in the layout and installation of pavement markings and other traffic control devices in the field by driving to sites and performing tasks.
- Interprets simple plans and sketches.
- Mixes traffic paints and melts thermoplastic marking paint.
- Operates component equipment on a line striping motor vehicle, hand line machine, power spray guns, and other painting equipment, including a raised pavement marker machine.
- Serves as flagger for other members of the traffic division, or in emergency situations, as needed County-wide.
- Places and removes traffic cones, barricades, flags, signs, and other traffic control devices by driving to sites to ensure a smooth flow of traffic for striping operations and when road signs and other traffic control devices, such as traffic signals, are being installed or repaired.
- Installs, repairs, and maintains traffic signs and other traffic control devices in the field.
- Assists with traffic signal work in a non-technical laborer role (mixing, grinding, drilling, jackhammering, cutting, threading, assembly, laying conduit, making forms, traffic control, etc.).
- Receives cross-training to gain knowledge, skills, and proficiency in all traffic operations to qualify for upward mobility when positions become available.
- Completes work orders and other paperwork and maintains pertinent files and records.
- Learns to utilize various types of electronic and/or manual recording and information systems used by the Division, Department, or related units.

- Drives pickup trucks, larger trucks, and forklifts for use in various Traffic Division operations.
- Responds to emergencies and works on-call.
- 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; however, individuals filling these positions may serve as the lead worker on assignments.

QUALIFICATIONS

| Requirements | Traffic Maintenance Technician I | Traffic Maintenance Technician II – (Signals / Markings) |
|---|--|--|
| Driver's License Class E or better | Required | Required |
| HS Diploma / GED | Required | Required |
| Intermediate Temporary Traffic Control (TTC) | Required | Required |
| National Incident Management System (NIMS) IS-100, IS-200, IS-700, IS-800 | Within 12 months of assignment | Required |
| Core Equipment Certifications (within six (6) months after assignment) | Fork Lift | Fork Lift |
| Specialized Training (within 12 months after assignment) | IMSA Sign and Pavement Markings Technician Level I | IMSA Sign Technician Level II/ IMSA Pavement Marking Technician II (depends on assignment) |
| Experience | Six (6) months of combined related education and/or work | Three (3) years of combined related education and/or work |
| Pay Grade | 204 | 206 |

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to exercise some judgment regarding use of equipment, tools, or materials.
- Knowledge of the principles and practices of road construction.
- Knowledge of federal, state, and county rules and regulations for traffic striping, signs, and signals operations.
- Knowledge of tools used in maintenance and fabrication of signs, traffic signals, and traffic striping operations.
- Skills in organization and task prioritization.
- Ability to operate all required equipment and various types of electronic and/or manual recording and information systems after appropriate period of training.
- Ability to work with minimum supervision.
- Ability to perform outdoor physical labor for extended periods of time under unfavorable weather conditions.
- Ability to learn and apply safety measures.
- Ability to understand and follow oral and written instructions.
- Ability to learn to operate trucks and light automotive equipment on a trainee basis.
- Ability to cross-train for other positions within the department.
- 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 heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 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 sit, stand, walk, climb or balance; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, 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.