

CITY OF GLENDALE

TITLE: Traffic Engineering Technician **CLASS CODE:** 711

REPORTS TO: Assistant Traffic Engineer or
Traffic Lighting Manager **GRADE:** 23

DEPARTMENT: Traffic Engineering **FLSA:** N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs technical and skilled paraprofessional traffic engineering work involving traffic studies and surveys, construction barricading and traffic control, and drafting design.

ESSENTIAL FUNCTIONS:

1. Performs traffic accident analyses, speed studies, school zone studies and other traffic and parking studies.
2. Develops and prepares engineering reports and recommendations for changes to City streets.
3. Develops, coordinates and administers the City traffic count program and prepares the annual count map.
4. Responds to, investigates and resolves citizen complaints and requests related to traffic engineering issues or services.
5. Prepares written reports for the City Traffic Engineer on neighborhood traffic issues, and other traffic issues and problems.
6. Approves or disapproves daily traffic lane closures, and construction traffic control plans; monitors construction zones for compliance on daily basis.
7. Prepares written work requests to install or modify traffic control devices.
8. Monitors street construction zones for adherence to standards and practices.
9. Design parking facilities as requested.
10. Develop and prepare four-way stop warrants.
11. Identifies the need for new signs; bills developers for signs in new subdivisions.
12. Attends pre-job meetings on traffic engineering construction projects.
13. Reviews all block party requests; advises citizens of approval or disapproval.
14. Assists traffic operations striping crew.
15. Update the traffic Engineering Policy and Procedure notebook.
16. Set traffic counters in roadways

SECONDARY FUNCTIONS:

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Theory, principles and practices of traffic engineering design and implementation.
Methods and practices of traffic engineering studies and surveys.
Phoenix Barricade Manual and techniques for barricading.
Manual of Uniform Traffic Devices and its application to Traffic Engineering functions.

Ability to:

Analyze situations, develop recommendations, and produce written and oral reports.
Review and approve plans for safe and effective traffic control devices and monitor for compliance.
Make daily decisions affecting the safety of the public.
Perform computer aided drafting assignments.
Use computers and software related to traffic engineering programs, counts, and surveys.
Establish and maintain effective working relationships with city employees, outside contractors and developers, utility companies and the general public.
Effectively communicate verbally and in writing.

WORKING CONDITIONS:

Most of work performed in field inspecting traffic control devices at construction sites, traffic engineering equipment, or roadway situations. Requires some lifting and placement of traffic count equipment, and walking on busy roadways. Inspections, or work in roadways requires adherence to safety precautions.

MINIMUM QUALIFICATIONS:

Associate's Degree in traffic engineering, civil engineering, computer science, or a related field, and at least two years experience in traffic engineering.
Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities is qualifying.
IMSA Traffic signs and marking certification is preferred.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.
Must be experienced in the use of AutoCAD.
IMSA Work Zone Safety Certification.