ASHEVILLE, NORTH CAROLINA

Classification Specification

Traffic Engineering Technician II
Job Code: 7035
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform technical engineering work for the City's traffic and transportation system.

Distinguishing Characteristics:

This classification is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes temporary street, lane, and sidewalk closure permit applications: receives permit applications and temporary traffic control plans; notifies applicant of receipt of application, along with questions, concerns, and requirements found during initial review; reviews permit application and temporary traffic control plans; revises or creates temporary traffic control plans, as needed; approves or denies applications; accepts payment of permit fees; issues permits; notifies City departments and external stakeholders of temporary closures; provides information and answers related questions or concerns; enters temporary closure information into database; and conducts inspection and enforcement activities for approved permits, as needed.

Reviews and approves temporary street, lane, and sidewalk closures related to Outdoor Special Events (OSE) permits; receives and reviews OSE permits for street, lane, and/or sidewalk closures; reviews, revises or creates

temporary traffic control plans for events; approves Traffic Engineering portion of the OSE permit; and enters the OSE temporary closure information into database.

Conducts traffic speed and volume studies: sets up traffic counter; enters and verifies street name, counter location, direction of travel lanes, time to begin collecting data, etc.; places counters and necessary hoses at designated locations; gathers equipment upon completion of study; uploads traffic counter data; generates standard traffic speed and volume, which includes vehicles per day for an average of daily traffic; enters data; generates reports; and prepares graphs.

Conducts traffic concern investigations, such as speeding, accidents, flow, parking, line of sight, pedestrian and bicycle access, etc.: receives reports of traffic concerns; conducts field investigations to verify and evaluate traffic conditions and concerns; designs solutions to comply with budget, capacity, and local, state, and national traffic standards and policies; presents proposed solutions to department management for approval; and presents approved solutions to impacted public to gather input and agreement.

Generates work orders for traffic signs and pavement markings for approved solutions to traffic concerns, as well as for maintenance, repair, and replacement: creates work order plans, including location for placement of signs and markings; marks locations in the field; requests utility locates to avoid underground conflicts for post placement, as needed; and reviews and monitors completion of work orders.

Performs computer aided drafting duties: creates traffic engineering related project plan drawings and standard detail drawings; and utilizes AutoCAD software.

Performs other duties in support of department operations: performs routine administrative and office tasks; reviews routine development, commercial, and driveway applications; and conducts various field visits, as needed.

Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, temporary street, lane, and sidewalk closure permit applications, temporary traffic control plans, outdoor special event permit applications, traffic speed and volume study reports, temporary closure permit data and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, AutoCAD, or other software; operates general office equipment; operates a vehicle, traffic counter, or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Civil Engineering, Engineering Graphic Technology or a related field required; supplemented by one year of experience in civil engineering, traffic, and volume studies, drafting, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain International Municipal Signal Association (IMSA) Work Zone Temporary Traffic Control Technician and Signs & Pavement Markings Technician Level I certifications.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.