

**City of San Rafael
Job Class Specification**

Job Title: Traffic Engineering Technician I/II

SUMMARY:

Under general supervision, performs a variety of traffic data analysis and computing work in a paraprofessional traffic engineering capacity. Work involves field use of traffic measuring devices/equipment; and application and interpretation of traffic related manuals and policies.

DISTINGUISHING CHARACTERISTICS:

Traffic Engineering Technician I is the entry to full working level of the classification series. Initially under close supervision, incumbents perform the least skilled and most repetitive tasks, while learning to use and apply their skills and knowledge. The extent of supervision depends on the abilities of the incumbent.

Traffic Engineering Technician II is the advanced working level of the series. At this level, incumbents perform more skilled tasks and work with greater independence on a regular basis. Incumbents at this level could be assigned work that would be typically of an entry level in the professional traffic engineer field as a portion of their regular duty assignment. These classifications are distinguished from the professional traffic engineering job classes in that the emphasis of the total duty assignment is technical, paraprofessional work.

ESSENTIAL FUNCTIONS:

- Performs traffic data collection (Turning Movement Counts, Average Daily Traffic Counter Machine Installations and speed measurements using radar guns) duties throughout the City.
- Performs preventative maintenance on equipment either directly or through contact with the appropriate City divisions or suppliers.
- Develops written traffic control devices such as striping plans and sign plans; observes and investigates traffic and parking conditions; and occasionally assists other City divisions and private contractors with field layouts for striping and sign plans.
- Measures, counts and makes calculations issues and completes written detailed reports.
- Interprets, comprehends and makes inferences from written reference materials such as the Manual on Uniform Traffic Control Devices, California State Traffic Manual and Standard Plans, Policy Manual and other pertinent references.
- Utilizes traffic engineering software to input collected data and other computer software to prepare reports, databases and drawings.
- Performs related duties as assigned.

KNOWLEDGE OF:

Level I:

- Basic knowledge of the terminology, methods, practices; and techniques of traffic engineering
- Knowledge of mathematics and statistics

- Basic knowledge of software programs used in computer aided drafting

Level II:

NOTE: Incumbents at Level II would typically have the knowledge, skills and abilities of Level I in addition to those listed for Level II.

- Considerable knowledge of the terminology, methods, practices and techniques of traffic engineering
- Considerable knowledge of software programs used in traffic engineering studies
- Use of traffic measuring devices and preventative maintenance techniques used with traffic control devices

ABILITY TO:

- Understand and follow oral and written instructions.
- Use traffic measuring equipment.
- Read and understand traffic related manuals.
- Make technical computations.
- Establish and maintain effective working relationships with others.
- Reduce, interpret and apply field notes and data in the performance of complex traffic analysis studies.
- Work overtime and on call to perform emergency repair of Public Works facilities.

EDUCATION AND EXPERIENCE:

A typical way of gaining the knowledge, skill and abilities outlined below is as follows:

Level I:

AA degree or equivalent, including courses in algebra, geometry and statistics. Some experience in engineering, traffic engineering or related field.

Level II:

AA degree or equivalent including courses in algebra, geometry and statistics. AND two (2) years of full time experience in engineering, traffic engineering or related field.

Certificates, Licenses, Registrations:

Valid California drivers' license and have a satisfactory driving record.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts of algebra and statistics.

REASONING ABILITY:

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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is regularly required to sit, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display equipment and regularly works in outside environmental conditions and works with the use of a personal vehicle. The indoor noise level is usually quiet; and the noise level in the outside work environment is conditioned on the area and the traffic and related street activity at the time.

Prepared: May 2002