CITY OF PETALUMA
CLASS SPECIFICATION

Date: 06/30/06
Job Class: 03ATRF

Assistant in Traffic Engineering

Summary
Perform engineering and technical research and analysis in the areas of traffic engineering and transportation; plan and design traffic analysis and mitigation programs.

Class Characteristics
General supervision is provided by the Traffic Manager; responsibilities may include the indirect supervision of support staff.

This is the first working level in the degreed traffic engineering series. The incumbent provides professional and technical staff assistance to the Traffic Engineer in the areas of traffic engineering and transportation. It is distinguished from Traffic Engineer in that the latter is a registered engineering position with overall administrative responsibility for the City's traffic engineering program. It is further distinguished from civil engineering classes by its responsibility for specialized traffic and transportation functions.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:
Plan and organize traffic data collection programs; make traffic counts, review of safety for both pedestrians and vehicles and perform similar field activities.

Research and recommend general traffic administration policies and procedures.

Review plans submitted by contractors or developers for conformance to established safety standards; assist in ensuring compliance with various ordinances, codes and applicable laws.

Issue work orders for new or changed traffic control devices.

Respond to public requests for traffic control changes; prepare necessary correspondence; conduct studies and prepare reports on traffic control issues for review by the Traffic Manager.

Investigate contested traffic citations and recommend disposition.

Develop striping and similar traffic control plans and diagrams.

Conduct radar speed studies using a radar speedometer for validating speed limits relative to police traffic enforcement.

Participate in various school safety programs.

Maintain accurate records and files related to the work.

Perform related duties as assigned.

Skills/Abilities:
Apply engineering principles and techniques to the solution of traffic engineering problems.

Exercise sound independent judgment within established procedural guidelines.

Research and evaluate potential funding sources.

Analyze complex data; evaluate alternatives and reaching sound, logical conclusions.

Prepare clear, concise and accurate reports, records and correspondence and other written materials.

Maintain accurate records and files.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those encountered in the course of the work.

Physical Demands and Work Environment:
While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to sit. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications
Knowledge of:
Principles and practices of traffic and highway engineering, including highway capacity analysis.

Methods and techniques of field data collection, tabulation, and analysis.

Applicable traffic and zoning codes, ordinances, regulations, and guidelines.

Computer applications relating to traffic engineering analysis.

Operation and maintenance of traffic control devices and equipment.

Engineering mathematics.

Safety practices pertaining to the work.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:
A Bachelor's degree with major work in civil or traffic engineering.

Experience:
One year of traffic engineering experience. Additional technical engineering experience may be substituted for the education to a maximum of two years.

Possession of a valid California certificate as an Engineer-in-Training is desirable and may be

substituted for the degree requirement.

Certifications/Licenses:
Possession of a valid California Class C driver's license.

Established:
Resolution #:
Revised: 06/30/06
Department: Public Works
FLSA Status: Non-exempt