

POSITION DESCRIPTION

Class Title: Traffic Technician

Department: Secondary Roads Department

Division: Engineering

Bargaining Unit: Yes

Date: July 1, 2015

Location: County Wide

GENERAL PURPOSE

Under the general direction of the County Engineer, performs a wide variety of maintenance and repair activities on county signs within county right-of-ways. Operates machinery when necessary; performs related work as required.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the County Engineer.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administration and management of Monona County Secondary Road Department Sign maintenance activities; to include the repair and replacement of all roadway signs, and other items as needed.

Coordination with the Area Road Foremen including but not limited to sign needs for road maintenance repairs, bridge/culvert replacements, and guardrail repair, maintenance of equipment, sign placement, setting detour routes.

The Traffic Technician is expected to work with minimal supervision and is responsible for directing their own daily activities.

Available for emergency situations related to the Monona County Secondary Road Department on a 24 hour per day basis. Attends schools of instructions and meetings as directed.

Insures compliance with all applicable Federal, State and or County laws, rules and policies which are applicable.

PERIPHERAL DUTIES:

Serves as a member of various employee committees.

Serves as a member of survey crew or flagging as needed.

Assists with snow removal activities.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a high school or GED; and
- B. Minimum of five years related experience; or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of the requirements of the Manual of Uniform Traffic Control Devices (MUTCD);
- B. Strong communication skills, verbal and written.
- C. Ability to help develop specifications for signs, construction and maintenance equipment in cooperation with the County Engineer, Maintenance Superintendent, Deputy Maintenance Superintendents, and mechanics.
- D. Possession of a Class B CDL with Air Brake Endorsement required.
- E. Ability to prepare, organize and maintain engineering field and office data, reports and systems; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, County officials and the general public.

SPECIAL REQUIREMENTS:

- A. Must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and data base; pipe locator; various tools required for sign installations; engineering calculator; phone; mobile radio.

PHYSICAL EXPECTATIONS:

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.

Work is performed in an outdoor environment. Ability to work in inclement weather temperatures, -50° to 120°. Hand-eye coordination is necessary to operate tools, computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or

controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPLIANCE:

Compliance with the employee handbook, county policies, department work rules, and supervisor directives, is required; and abide by any applicable terms of the collective bargaining agreement.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

Approval: 
County Engineer

Approval: 
Chairman, Board
of Supervisors

Effective Date: 7/1/15

Revision History: _____