

TRAFFIC CONTROL TECHNICIAN

Position Code: 1680

WC Code: 5506

FLSA Status: Non-Exempt

Pay Grade: 348

Location: Public Services

Approval Date: 2018

General Statement of Duties

Performs semi-skilled and technical work fabricating and installing street signs, painting street markings, and maintenance and repair of electronic and electromechanical traffic signals and related services.

Distinguishing Features of the Class

An employee in this class fabricates and erects street and traffic control signs and pavement markings and maintains traffic signals for the Town and N.C.D.O.T. Work is performed independently to install signs and maintain signals according to state and federal guidelines. The employee also paints street markings and parking spaces. The employee performs minor repairs and maintenance to assigned equipment. Work also involves keeping records of work activities and performing inspections on various traffic control devices and equipment. The employee is subject to hazards in street maintenance work including working in both inside and outside environments, in extreme hot and cold weather, day and/or night, and exposure to various hazards such as noise, dusts, mists, fumes, odors, oils, moving mechanical parts, vibration, and working in tight quarters and narrow passage ways. The employee is subject to Level III OSHA Standards on bloodborne pathogens. Work may be reviewed while in progress and usually upon completion for adherence to instructions and established standards.

Duties and Responsibilities

Fabricates street signs, traffic control signs, directional signs, and a variety of other signs as needed by the Town; arranges letters on blank signs and applies; erects signs according to state and federal guidelines and administrative requests; makes informational signs for other Town departments.

Maintains inventory of parts and supplies for sign fabrication and erection; informs supervisor when orders are needed; maintains records of material use and work activities.

Paints stop bars, cross walks, and handicap and other parking spaces.

Maintains and repairs electronic and electromechanical traffic controlling equipment and related services.

Troubleshooting and repair of computerized controllers, timers and other solid state circuitry, using various electronic test equipment.

Performs installation, maintenance and repair of traffic signals; programs phased timing; mounts and wires signal heads and controller cabinet; orders and maintains parts; check wiring, adjusts detectors, replaces filters and worn parts; aligns heads.

Operates equipment in street and pedestrian traffic.

Assists in annual inspections of traffic control panels and devices.

Assigned to on-call duty during off duty hours.

Performs safety inspections and reports for public works.

Maintains office equipment such as computers, copiers and fax machines.

Assists department during inclement weather plan.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Working knowledge of state, federal, and local laws, guidelines, and regulations relating to the placement, size, and height of street and traffic control signs.

Working knowledge of the installation, maintenance, and minor repair of traffic signals and related state regulations.

Working knowledge of the occupational hazards and proper safety precautions involved in the operation of street equipment.

Working knowledge of the traffic laws and regulations governing equipment operation.

Ability to maintain necessary supply of materials and tools necessary for sign fabrication and erection.

Ability to work effectively with the public, various Town employees, coworkers, and supervisors.

Ability to understand and follow written and oral instructions.

Ability to use a variety of office equipment and computer hardware/software, including traffic hardware/software.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and /or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate equipment and distinguish details, read and interpret manuals and guidelines relating to sign placement, and prepare simple records.

Minimum Education and Experience

High School Diploma or GED and three to five years of experience in electronics repair including some equipment operation and some electrical wiring experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Driver's License

I.M.S.A. Level one or the ability to obtain certification