

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Traffic Technician I
Sch & Grade PAT-5
Class Code CD11
FLSA Status Non-Exempt (2)
Bargain Unit Elig. AFSCME
Occupational Group Engineering

PRIMARY PURPOSE:

Assists in the collection and analysis of data on traffic flow.

SUPERVISION:

Under the direct supervision of the Traffic Engineer.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists in collecting, analyzing and presenting data on traffic flow from the following sources: radar speed studies, manual and automatic traffic count recording devices, damage reports, sight distance investigations, and accident surveys.
2. Sets up traffic counters, monitors operation periodically, retrieves count information, and moves to various locations as needed.
3. Notes and documents the presence of sight obstructions at street intersections.
4. Interprets engineering drawings and creates drawings as necessary.
5. Observes and measures traffic flow characteristics to include gaps, turning movements, stops, delays, speed, classification of vehicles, and pedestrian movements.
6. Utilizes computer applications to maintain records, analyze data and prepare reports.

IMPORTANT FUNCTIONS:

1. Attends workshops, seminars, and other training for professional development purposes.
2. Performs office administration tasks such as copying, faxing, filing, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of computer applications such as database, spreadsheet and word processing desirable.

Abilities

Ability to survey and analyze traffic data; a knowledge of modern office practices. ...follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Two years of college or vocational/technical training with at least 24 credit hours in any combination of the following areas: planning and research, statistical analysis, pre-engineering or engineering technology, industrial technology, computer science or a related field plus one year of experience involving the maintenance of records, and analysis of quantitative and qualitative data. Directly related experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, sorting, kneeling, standing, and reaching both to ground level and overhead; lifts and carries up to 70 pounds for such objects as traffic counters as assigned; pushes and pulls up to 20 pounds; holds and grips objects. Must have ability to operate a computer keyboard and/or mouse.

Working Environment

Both indoor and outdoor work with exposure to dust and pollen; subject to extreme weather conditions; susceptible to safety hazards associated with working near moving traffic; subject to constant and possibly extreme noise; subject to fumes and odors; may be subject to poor lighting when working in twilight conditions.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must be able to work a flexible work schedule.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: May, 1974
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.		
Signed: _____	Date: _____	