

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Traffic Technician II</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>CD12</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Union eligible</u>
Occupational Group	<u>Engineering Support</u>

**PRIMARY PURPOSE:**

Collects and analyzes real-time traffic flow data and information through various methods including CCTV traffic viewing camera observations, Advanced Traveler Information System (ATIS) software, detector count stations, scanners, field observations, and field data collection equipment, and presents this data to motorists and Engineers through various methods including website, Dynamic Message Signs (DMS), spreadsheets, databases, and written and oral communications.

**SUPERVISION:**

Under the direct supervision of an assigned Engineer in the Traffic Engineering/Transportation Management Division of Public Works.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Collects and analyzes real-time traffic flow data and information through various methods including manual and automatic traffic detectors and/or other traffic count recording devices, observations through CCTV traffic viewing cameras, software applications, and other hardware devices.
2. Sets up and/or monitors traffic data collection devices, monitors operations, and retrieves traffic flow data.
3. Identifies or verifies locations with potential traffic incidents and/or traffic control issues and, collects and disseminates traffic conditions information for consideration.
4. Coordinates the removal of traffic flow obstructions at street intersections with other Public Works staff or with other City department representatives as assigned.
5. Recommends location/placement of traffic control devices and/or geometric improvements based on observation of traffic and analysis of traffic data.
6. Observes and measures traffic flow characteristics to include gaps, turning movements, stops, delays, speed, classification of vehicles, and pedestrian movements.
7. Drives automobile and/or truck to gather traffic flow data and movement and/or to place traffic data equipment as assigned.
8. Utilizes appropriate equipment and computer applications such as spreadsheet, database, internet programs, and other customized software to maintain records, analyze data, disseminate data/traffic information, and prepare reports.
9. Directs the work of temporary and/or regular full-time Traffic Data Collectors as assigned.

**IMPORTANT FUNCTIONS:**

1. Answers phone calls and emails from citizens or staff related to traffic flow issues or concerns and responds appropriately.
2. Attends workshops, seminars, and other training for professional development purposes as necessary.
3. 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. Principles and practices of data collection and/or analysis.

**Abilities**

Ability to observe, survey, and analyze traffic flow and data; perform assigned duties independently; write reports and summaries; differentiate between various traffic signals and signs; utilize a variety of computer software applications including database, spreadsheet, and word processing; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires two years of college or vocational/technical training with at least 24 credit hours in any combination of the following areas: Statistical analysis, mathematics, pre-engineering or engineering technology, computer science, information systems, or a related field plus two years of related experience in an appropriate area such as data collection or quantitative and qualitative analysis. 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 equipment 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.

<b>Last Revision:</b>	February 5, 2018	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Licensing/Certification	<b>Date:</b> 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:** \_\_\_\_\_