



# TRAFFIC CONTROL SPECIALIST I JOB DESCRIPTION

Job Title: Traffic Control Specialist I

Job Code: TS118

Pay Grade: 13

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: April 2009

## NATURE OF WORK

Under close supervision, assists with the maintenance and repair of traffic control signs and components.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs basic repair and maintenance tasks for traffic signs and assists with traffic control; follows all safety rules and regulations on the job site; duties may vary according to job assignment.
- Assists with the maintenance and repair of traffic control signs; learns the layout and fabrication of standard and custom signs; operates, maintains and cleans sign shop equipment.
- Assists with installing, repairing and replacing signs according to standard procedures; learns to test signs for proper reflectivity and illumination factors; learns to identify and report maintenance issues, safety hazards and traffic problems.
- Assists with traffic control flagging as directed.
- Operates a variety of trucks (with manual and automatic transmissions), equipment and hand tools in accordance with all safety regulations and procedures; learns to inspect vehicles and equipment according to County standards.
- Responds to emergencies as directed and performs tasks in the interest of public safety and property protection during emergencies.
- Lewis County essential personnel (24/7 emergency response).

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed outdoors at construction sites, maintenance facilities and outside environments with exposure to inclement weather. Moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment.

## DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Traffic Control Specialist job series.

## EMPLOYMENT STANDARDS:

High School Diploma or GED equivalent, AND one (1) year construction, road maintenance, and/or manual labor experience.

Must be able to acquire a Class A CDL, Washington State Traffic Control Flagger card, and complete First Aid/CPR training programs within 90 days of hire; must complete basic International Municipal Signal Association (IMSA) certification, and County Road Administration Board (CRAB) and within one (1) year of hire.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- County policies and procedures.
- Techniques of traffic control.
- County policies and procedures governing traffic control projects.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Federal and state safety laws and regulations, including drug and alcohol testing guidelines for CDL.

**Skills in:**

- Reading and understanding route maps and street signs
- Safe and efficient operation and maintenance of trucks and equipment according to standard operating and safety procedures.
- Following safe work practices.
- Making accurate basic arithmetic calculations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Following verbal and written instructions.