



TRAFFIC CONTROL SPECIALIST II JOB DESCRIPTION

Job Title: Traffic Control Specialist II

Job Code: TS117

Pay Grade: 116

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: April 2009

NATURE OF WORK

Under close supervision, installs, maintains, and repairs traffic control devices, 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 repair and maintenance tasks for signs and traffic control devices; follows all safety rules and regulations on the job site; duties may vary according to job assignment.
- Installs, maintains and repairs traffic control devices and signs; performs layout and fabrication of standard and custom signs; operates, maintains and cleans sign shop equipment; orders supplies as needed.
- Drives County roads and inspects traffic signs; installs, repairs and replaces signs according to procedures; tests signs for proper reflectivity and illumination factors; reports maintenance issues, safety hazards and traffic problems.
- Assists with striping of roadways, pavement markings, and maintenance of guardrails.
- Assists with the setup of traffic control zones at Public Works construction sites to minimize risk of accidents and enhance safety of work crews; assists with traffic flagging as needed.
- Assists with maintenance of records relating to inspection, installation, maintenance and repair of traffic control devices and sign inventory.
- Operates a variety of trucks (with manual and automatic transmissions), equipment and hand tools in accordance with all safety regulations and procedures; inspects vehicles and equipment and assures all equipment is maintained according to County standards.
- Responds to emergencies as needed 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 second level position in the Traffic Control Specialist job series, and differs from the entry-level Specialist by the ability to work independently, and the required experience in the maintenance and repair of traffic control devices. Must complete all required coursework for multiple technical certifications to qualify for higher levels.

EMPLOYMENT STANDARDS:

High School Diploma or GED equivalent; AND two (2) year's experience as a Traffic Control Specialist I.

Must possess a valid Class A-CDL, valid Washington Traffic Control Flagger card, and basic International Municipal Signal Association (IMSA) certification; must complete County Road Administration Board (CRAB) and First Aid/CPR training programs.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- County policies and procedures.
- Techniques of traffic control.
- Federal, state and county policies and procedures governing public works projects including the Federal Manual on Uniform Traffic Control Devices (MUTCD), and International Municipal Signal Association (IMSA) standards and protocols.
- County Road Information System (CRIS) / Mobility transportation inventory and analysis software.
- Materials, equipment and methods used in traffic control signing and marking operations.
- 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
- Operating specialized equipment used in the fabrication of traffic signs.
- Reading and understanding plans, specifications and schematics.
- Safe and efficient operation and maintenance of trucks and equipment according to standard operating and safety procedures.
- Following safe work practices.
- Reading test instruments, meters and gauges and accurately recording findings.
- Making accurate arithmetic calculations.
- Maintaining records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating effectively and following verbal and written instructions.