



## City of Irving Job Description

### Traffic Engineering Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Traffic & Transportation
<b>Job Code:</b>	T612	<b>Reports To (Job Title):</b>	Traffic Engineering Manager

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#### PURPOSE

To perform a variety of technical field and transportation engineering work including conducting traffic investigations and studies; further, to coordinate various aspects of the Automated Red Light Program (ARLP). *Depending on assignment*, positions in this classification will fulfill one of the following goals: (1) maintain a city-wide vehicle accident database used to determine high vehicular accident locations, while developing and maintaining a GIS-based inventory & maintenance history program for all Traffic Control Devices; or, (2) prepare plans and specifications for traffic and transportation installation and improvement projects, street lighting projects, and other related operations, while creating and promoting programs to raise awareness of the safety implications of the ARLP.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide technical and creative support to the traffic administration and traffic engineers.
- Assist engineers with field traffic studies, surveying, and measuring roadway projects.
- Review and approve plans and specifications, designs, reports, and studies for transportation engineering.
- Create exhibits and renderings for presentations to City Council and other meetings.
- Enter data and prepare reports in multiple software applications.
- Meet with vendors to specify equipment and services needed.
- Coordinate various aspects of the Automated Red Light Program (ARLP); develop and administer activities and technical operations of the ARLP.
- Participate and direct the development and implementation of goals, objectives, and policies.
- Schedule and/or conduct hearings and testify in trials relating to the ARLP Program.
- Attend / Chair Intersection Group Meetings, assemble data, and discuss high incident accident locations.
- City contact for the ARLP Program information, questions and concerns.
- Perform related duties as assigned.

#### If Assigned to GIS & Data Management Focus:

- Design, establish, and maintain GIS-based inventory system for all Traffic Control Devices.
- Design, implement, and maintain a GIS-based maintenance & work history system for Department.
- Implement, coordinate and maintain electronic work order system for Department.
- Conduct vehicular and pedestrian School safety field analysis and prepares recommendations.
- Design minor road improvements and create schematic improvement layouts.
- Prepare plans & specification for traffic signal improvement, installation, and systems construction.

**If Assigned to Street Lighting & Awareness Focus:**

- Plan and prioritize street lighting capital improvement program projects.
- Produce Evidence Packages for ARLP Hearings and Testimony.
- City contact for Regional and State Reporting, and legislative issues relating to the ARLP.
- Develop, coordinate, and present public education / public awareness programs including developing educational materials.

**OTHER DUTIES AND RESPONSIBILITIES**

- Respond to and resolve difficult citizen inquiries and complaints.

**SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise as many as 10 employees.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

None

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Associate’s degree from an accredited college or university in relevant field of study.

**EXPERIENCE**

- Minimum of two (2) years transportation engineering experience

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.

**KNOWLEDGE OF**

- Federal, State and Local Transportation Laws, codes and Regulations including the Traffic Manual on Uniform Traffic Control Devices (TMUTCD).
- Laws, operations and procedures related to Automated Red Light Program (ARLP).
- Computers and Electronics: Computer hardware and software including applications and programming, especially AutoCAD, GIS and other technical design related programs.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Street Lighting Principles, Practices, and Surveying Techniques (*for position so assigned*).

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Negotiate: Bringing others together to reconcile differences.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Reading Comprehension: Reading and interpreting documents.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

May exchange relatively complex information across multiple work groups, as well as with citizens.

## **EQUIPMENT AND PROPERTY**

Varying with assignment: city vehicle, cell phone, computer, and similar office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and see. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, reach, sit, talk, and/or walk. Occasionally, s/he is required to lift up to 25 pounds and/or stand.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme temperatures or weather conditions, air contamination, and/or heavy traffic. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.