



Traffic Maintenance Technician II Traffic Maintenance Technician III

General Information

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| Classification Code: | TCHSPC |
| Effective Date: | July 14, 2022 |
| Pay Grade: | B23-B24 |
| FLSA Status: | Non-exempt |

Position Summary

Under supervision, this position maintains all city owned traffic control devices, signs, pavement marking, and striping. Provides technical support for and traffic signal repair and maintenance; sign type, maintenance, repair, and fabrication; pavement marking type, installation, and repair. Performs other duties of a similar nature or level.

Classification Characteristics

The Technical Specialist is a paraprofessional classification focused on performing specialized functions and on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level staff.

Traffic Maintenance Technician II – This is the semi-skilled level and is distinguished from the Traffic Maintenance Technician I level by the assignment of the full range of duties. This class performs some complex, technical, and semi-skilled tasks involving technical knowledge and advance skills and requires an understanding of established and defined department or program policies and procedures. Under the general guidance of the crew chief or supervisor, duties are performed independently. *Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the trainee level. When filled from the outside, they require several years of prior experience in the assigned field.*

Traffic Maintenance Technician III – This is the fully competent level within the Technical Specialist classification. Performs work at an advanced level and requires designing, fabricating, installing, and repairing various types of traffic control signs and systems, and includes demonstrated competency on projects that are technically challenging. Duties require the application of advanced paraprofessional principles and practices with general guidance provided by the supervisor. Employees at this level may be assigned to provide temporary lead duties to apprentices, temporary or seasonal workers, contractors, and related projects. *Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the Traffic Maintenance Technician II level. When filled from the outside, they require several years of prior experience in the assigned field.*

Grade progression is dependent on years of experience and level of competency in position.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Participates as a team member for the maintenance, repair, and removal of streetlights, traffic signal devices, signs, pavement markings, and striping.

| Essential Duties | |
|-------------------------|--|
| 2 | Designs, fabricates, installs, maintains, and repairs City-owned and custom traffic-control signs using complex sign-making software and plotter. Includes regulatory, warning, guide, and other signs as needed. |
| 3 | Maintains, inspects, tests, diagnoses, and repairs complex streetlight and traffic signal devices and systems. Works with transportation and project engineering staff to develop and update city street lighting and electronic signal system standards and maintenance plan. |
| 4 | Collects and contributes detailed and accurate information about signs, street light signals, and pavement markings for maintenance records using various software and hardware products. |
| 5 | Responds to emergency calls and citizen service requests related to signs, streetlight, signals, and pavement markings as a member of the Traffic On-Call rotation. Requires evening, weekend, and holiday work to accommodate maintenance needs. |
| 6 | Reviews and inspects traffic systems installed by contractors and vendors in cooperation with engineering and technical staff. In coordination with vendors and manufacturers, identify and troubleshoot issues, verify corrections. |
| 7 | Locates and marks street lighting and traffic signal infrastructure, coordinate traffic signs and pavement markings, and provides technical information to contractors. |
| 8 | Works on technically complex electronic microprocessor-based signal and beacon equipment and systems, radar detection, video detection and inductive loops, and radio systems. |
| 9 | Provides input and implements traffic control plan for special events. |
| 10 | May assist other Maintenance Division crews with various projects, as necessary. |
| 11 | May participate in the training and orientation of new unit employees including electrical and maintenance technician apprentices. |
| 12 | Performs other duties of a similar nature or level. |

| Functional Specific Responsibilities |
|---|
| N/A |

| Qualifications |
|---|
| <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • <u>Technician II</u>: Associate degree or two-year technical certificate and 3-5 years of related experience or an equivalent combination of education and experience, and a minimum of one year enrollment in a State of Oregon Limited Maintenance Electrician (LME) program with sufficient related work experience in traffic maintenance and control operations performing traffic signal maintenance and repair to include the installation and repair of various types of traffic control systems. • <u>Technician III</u>: Associate degree or two-year technical certificate and 5 years of related experience or an equivalent combination of education and experience, and completion of a State of Oregon Limited Maintenance Electrician (LME), General Journey Electrician (GJE), or General Supervising Electrician (GSE) program and obtaining the relevant license with sufficient related work experience in traffic maintenance and control operations performing traffic signal maintenance and repair to include the installation and repair of various types of traffic control systems. |
| <p>Licensing/Certifications:</p> <ul style="list-style-type: none"> • Valid Oregon Class B Driver's license at time of appointment. • Technician II: <ul style="list-style-type: none"> ○ Maintain certifications obtained while a Traffic Maintenance Technician I, or if hired from the outside must have or obtain the certifications listed in timeframes below. ○ State of Oregon Limited Maintenance Electrician license (LME) or the ability to obtain within two years of appointment. ○ IMSA Traffic Signal Technician 1 Certificate or the ability to obtain within three years of appointment. |

Qualifications

- IMSA Sign and Pavement Marking Level 1 & 2 Certificate or the ability to obtain within two years of appointment.
- Technician III:
 - Maintain certifications obtained while a Traffic Maintenance Technician II, or if hired from the outside must have or obtain the certifications listed in timeframes below.
 - State of Oregon LME, GJE, or GSE license.
 - IMSA Traffic Signal Technician 1 Certificate or the ability to obtain within two years of appointment.
 - IMSA Sign and Pavement Marking Level 1 & 2 Certificate or the ability to obtain within one year of appointment.
 - ODOT Traffic Signal Inspector Certification or the ability to obtain within one year of appointment.
 - Locator Certification – training provided through 811 “call before you dig” within one year of appointment.

Time frames for all certifications and licenses are firm unless extended. Such extension will not be unreasonably withheld.

Technology Skills:

- Calendar and scheduling software — Computerized time management systems
- Cloud-based data access and sharing software — Dropbox
- Electronic mail software — Microsoft Outlook
- Internet browser software — Web browser software
- Office suite software — Microsoft Office
- Operating system software — Handheld computer device software; Microsoft Windows
- Project management software — Microsoft Project
- Spreadsheet software — Microsoft Excel
- Video conferencing software — Teams, Zoom
- Word processing software — Google Docs; Microsoft Word
- Desirable: Computer aided design CAD software — Autodesk AutoCAD

Knowledge Required:

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills:

- Repairing — Repairing machines or systems using the needed tools.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Operation and Control — Controlling operations of equipment or systems.
- Operations Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Installation — Installing equipment, machines, wiring, or programs to meet specifications.

Qualifications

- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Far Vision — The ability to see details at a distance.
- Gross Body Equilibrium — The ability to keep or regain your body balance or stay upright when in an unstable position.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.

Physical Requirements

| Key | Frequency | | | | | Frequency | | | | |
|--------------------------|------------------------|-----------------------------------|--|------------------------------------|--|-----------|-------|--------|--------|---------|
| | None 0% (0 hrs.) | Seldom 1-10% (Up to 1 hrs.) | Occasionally 11-35% (Up to 3 hrs.) | Frequently 36-75% (3-6 hrs.) | Continuous 76-100% (6+ hrs./day) | 0% | 1-10% | 11-35% | 36-75% | 76-100% |
| BODY POSITIONS | | | | | | | | | | |
| Standing | | | | X | | | | | | |
| Sitting | | | X | | | | | X | | |
| Walking – Even Surface | | | X | | | | | X | | |
| Walking – Uneven Surface | | X | | | | | | X | | |
| Kneeling | | X | | | | | | X | | |
| MOVEMENTS | | | | | | | | | | |
| Bending/Stooping | | X | | | | | | X | | |

| Physical Requirements | | | | | | | | | | |
|---------------------------|---|---|---|---|---|-----------------------------|---|---|---|---|
| Twisting | | X | | | | Outdoors | | | | X |
| Crawling | | X | | | | Dust | | | X | |
| Squatting/Crouching | | X | | | | Fumes/Odors/Gasses | | X | | |
| Balancing | | | | | X | Chemical Agents | | X | | |
| Reach – Overhead | | X | | | | Biological Agents | X | | | |
| Reach – Forward | | | X | | | Noise – Low | | | X | |
| Reach – Backward | | X | | | | Noise – Moderate | | | X | |
| Climbing – stairs | | X | | | | Noise – High | | X | | |
| Climbing - ladder | | X | | | | Low Light | | X | | |
| USE OF HANDS | | | | | | Heat | | | | X |
| Grasping – whole hand | | | X | | | Cold | | | | X |
| Grasping – pinch grip | | X | | | | Restricted workspace | | X | | |
| Fine manipulation/feeling | | X | | | | Vibration – whole body | X | | | |
| Keyboarding | | X | | | | Vibration - extremity | | X | | |
| LIFT/CARRY | | | | | | JOB SPECIFIC | | | | |
| 0-10 lbs. | | | | X | | Driving – vehicle/equipment | | | | X |
| 11-20 lbs. | | | | X | | Operate foot controls | | X | | |
| 21-50 lbs. | | | X | | | Seeing | | | | X |
| 51-75 lbs. | | X | | | | Talking | | | | X |
| 76-100 lbs. | X | | | | | Hearing | | | | X |
| | | | | | | Extended work hours | | | | X |

Classification History

2022.07 – Created and adopted

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____