CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Associate Transportation Technician**	**UNION:1937**
		SG:110
CLASS TITLE:	**Associate Engineering Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works, Engineering**	**EEO4CODE:TE**

JOB SUMMARY:

This position performs a variety of tasks to support the Transportation Section of the Public Works Department. Performs traffic counts and gathers traffic related data; maintains computerized data bases for traffic applications; develops or approves traffic control and detour plans for work in the right-of-way; prepares work orders and establishes locations for installation of traffic control devices and signs; and, reviews and approves requests for on-street parking spaces such as bus, taxi, police, disabled and loading zones.

SUPERVISORY RELATIONSHIPS:

Reports to Transportation Operations Engineer who assigns and reviews the work. Works under close supervision and the guidance of applicable federal, state, and local statutes, regulations, policies, procedures, contractual agreements, and traffic engineering standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Sets up traffic counting equipment and collects field data related to motor vehicle volumes, speeds and accident history.

2. Establishes locations for traffic control devices, evaluates sight distances and widths of streets, and assists in the design and layout of pavement markings and sign placement on streets and intersections.

3. Maintains computerized data base inventories for traffic engineering maintenance including signs, pavement markings and traffic control devices.

4. Researches information and replies to citizen inquiries regarding traffic concerns.

5. Reviews traffic signing requests for conformance with traffic engineering standards and applicable laws and regulations. Approves routine requests.

6. Develops, recommends, and/or approves traffic control and detour plans for capital construction and maintenance projects; reviews and approves permits regarding City street rights-of-way according to traffic engineering standards.

7. Reviews and approves street parking spaces including bus, taxi, police, disabled and loading zones.

ADDITIONAL WORK PERFORMED:

1. Enters and maintains data on computerized record keeping systems; retrieves/manipulates data to extract information for traffic engineering planning.

2. Assists in other areas of engineering as assigned.

3. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Basic knowledge of technical engineering practices, methods and standards related to traffic engineering.
- Basic knowledge of applicable local, state and federal laws and standards related to traffic engineering.
- Basic knowledge of computerized records management systems.
- Basic knowledge of algebra and geometry. Ability to perform simple math calculations using a calculator.

Skill in:
- Applying craft techniques, processes, and principals in the accomplishment of assigned work.
- Communication skills for working with personnel, organizations, and the general public.
- Planning and carrying out work assignments, maintain required standards of work and to follow and give clear and efficient directions.

Ability to:
- Ability to gain a working knowledge of utility and roadway construction procedures, applicable codes, ordinances and specifications.
- Ability to operate and maintain an effective computerized records management system.
- Ability to use simple tools for installing traffic counting equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written instructions and to learn to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently stationary for long periods of time;
  - Frequently communication accurate information and ideas with others;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Occasionally move between worksite locations;
  - Occasionally traverse uneven terrain;
  - Occasionally transport objects weighing up to 25 lbs;
  - Occasionally operate mechanical equipment of varying lengths and widths.

WORKING ENVIRONMENT:

Work is performed in an office setting at a computer workstation. Work is occasionally performed outdoors while conducting field studies. Occasional exposure to outdoor weather conditions and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices. This is position has moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Successful completion of one year of coursework in engineering technology.

OR

- One year of experience in engineering technology field.
- A combination of education and experience which provides the applicant with required skills, knowledge and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: Clark Williams
Charlotte Sellin 9/93

REVISED BY: Williams/Choat/Rosenberg
Charlotte Sellin 7/94
Darlene McLeod 9/96
Steve Mahaffey
Clark Williams 3/00
C. Williams
L. Klemanski
11/01

REVIEWED BY: _____
Thomas L. Rosenberg
Asst. Director of Public Works, Engineering

_____
Richard E. McKinley
Director of Public Works