CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Transportation Technician**	**UNION: 1937**
		SG:113
CLASS TITLE:	**Engineering Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works**	**EEO4CODE:TE**

JOB SUMMARY:

This position performs paraprofessional traffic engineering work to support City traffic operations. Responsible for conducting traffic engineering studies, develops and or approves traffic control including detour plans for work and special events in the right-of-way. Performs and processes manual and automated traffic data and maintains computerized inventory databases for traffic control signing and markings. Prepares work orders and establishes locations for installation of traffic control devices and signs. Reviews and approves capital and private construction plans ensuring adherence to applicable Federal, State and Local regulations. Manages street curb utilization and usage for the City's transportation and parking systems.

SUPERVISORY RELATIONSHIPS:

Reports to Traffic Operations Engineer. Works independently under general supervision and the guidance of applicable federal, state, and local statutes, regulations, policies, procedures and contractual agreements. Assigns and oversees the office and fieldwork of lower classified employees.

Maintains close working relationships with Public Works Division staff and other City Departments.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews and approves capital and private facility construction plans for appropriate type, size, design, and location of traffic control devices including signing and pavement markings. Evaluates street widths, intersection, and driveway designs for sight distance requirements. Assists in the design and layout of pavement markings and sign placement on streets and intersections. Coordinates as necessary with partner organizations such as Washington State Department of Transportation (WSDOT) and Whatcom County. Ensures compliance with federal, state, and local regulations.

2. Receives, reviews, and evaluates community inquiries regarding safety concerns including traffic signage, parking system design and operations, and crosswalks.

Responds to the community when appropriate and recommends or coordinates any necessary changes to traffic control devices or street utilization with appropriate staff.

3. Develops, designs, and approves traffic control and detour plans for capital and private construction, special events, and maintenance projects. Reviews and approves permits regarding City street rights-of-way according to traffic engineering standards. Coordinates with WSDOT, Whatcom County, and private contractors for approval.

4. Inspects and ensures compliance with curb and sidewalk regulations and utilization including parallel or angled parking, ADA compliant spaces, loading zones, bicycle parking rack locations, time-limited parking and no parking zones. Recommends or coordinates any changes as necessary with partner organizations.

5. Sets up traffic counting equipment and collects field data related to vehicle volumes, speeds, and classifications. Analyzes data including collision history, speed, volume and classification data. Prepares reports and recommends applicable mitigation measures.

6. Maintains computerized data base inventories for traffic engineering maintenance including signs, pavement markings, and traffic control devices. Utilizes programs such as CityWorks, Trak-it, Corban and Bluebeam to perform specific technical programs.

7. Participates on the City's address and street name committee. Works in collaboration with the committee to approve or deny requests in accordance with City of Bellingham Standard Development Guidelines and Regulations.

8. Coordinates and prioritizes traffic studies for the Neighborhood Traffic Safety Program (NTSP). Develops recommendations for physical improvements as necessary.

9. Implements and maintains automated, permanent bicycle count locations in collaboration with WSDOT. Uploads data to WSDOT online portal. Coordinates City-wide annual bicycle and pedestrian counts with citizen volunteers and City staff. Maintains historical data.

10. Coordinates with WSDOT's highway motorist information signing group to establish and approve follow-through signing locations for mainline I-5 informational signing. Coordinates with approved businesses on signing design and installation standards. Maintains database for annual maintenance and billing.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD)
- Technical engineering practices, methods and standards related to traffic engineering.
- Applicable local, state and federal laws and standards related to traffic engineering.
- Demonstrated knowledge of computerized records management systems.

- Proficiency in reading, interpreting and reviewing detailed drawings and plans.
- Demonstrated knowledge of algebra and geometry.
- Working knowledge of utility and roadway construction procedures, applicable codes, ordinances and specifications.

Skill in:

- Applying craft techniques, processes, and principals in the accomplishment of assigned work.
- Demonstrated communication skills for working with personnel, organizations, and the general public.
- Independent judgment, including the ability to plan and carry out work assignments, maintain required standards of work and to give clear and efficient directions.

Ability to:

- Operate and maintain an effective computerized records management system.
- Operate hand-held tools used on a daily basis.
- Perform simple math calculations using a calculator
- Follow instructions and to work independently with minimal supervision.
- 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 operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally move between worksite locations;
  - Occasionally traverse uneven terrain;
  - Occasionally operate mechanical equipment of varying lengths and widths;
  - Occasionally move objects weighing up to 25 lbs.

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 position has moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years post-secondary education in engineering technology or related field;

AND

- Three years of experience in the traffic engineering technology field.
- Two years of additional relevant experience may substitute for the education requirement.
- A combination of education and experience which provides the applicant with required skills, knowledge and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Ability to obtain and maintain the following certifications:
  - Work Zone Safety or equivalent within 6 months of hire
  - IMSA Signs and Markings Level I – Within 1 year of hire
  - IMSA Signs Level II – Within 2 years of hire
  - IMSA Pavement Markings Level II – Within 3 years of hire
- 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 hire.

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