



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Traffic Control Coordinator
Department: Public Works
FLSA Status: Non-Exempt
Job Code: 79
WC Code: 5506
Effective Date: July 1, 1997
Last Revised: May 17, 2011
Pay Grade: O50
Union: SEIU

SUMMARY

Performs a wide variety of traffic control maintenance work and projects involving a broad range of principles and practices, including the planning, design and installation of all types of traffic control devices in accordance with the national "Manual on Uniform Traffic Control Devices" and state amendments thereto. Provides training and assistance; works in a lead position and problem-solves with employees engaged in road striping operations; fabrication, installation, maintenance of county signs; pavement markings; and all types traffic control devices. Schedules and assists in directing traffic control procedures and projects of all types. Reviews performance and work products upon completion, and evaluates programs to ensure conformance with established specifications and standards.

Incumbents in this position are responsible for planning, scheduling, assigning, and overseeing traffic control work performed by all classes of road workers. The incumbent typically has successfully completed extensive professional and technical training courses and acquired extensive knowledge of traffic control procedures, practices and devices. Position requires the ability to interpret and apply the standards set forth in the "Manual on Uniform Traffic Control Devices". The ability to discern needs, devise, and/or adapt practices, procedures and equipment to accomplish desired results is required. Works under the general supervision of an Operations Supervisor who may assign projects as necessary. Assists in directing, leads, and participates in all aspects of traffic control, including; road striping operations, pavement markings and the fabrication and installation of signs and other traffic control devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Under the general direction of an Operation Supervisor, assists in supervising and participates in the planning, coordination and reviewing of all work related to the department's traffic control activities.
2. Assists in supervising, leads, assigns, participates in, and inspects the work of crews involved in all aspects of traffic control; i.e. road striping, pavement marking, and the fabrication and installation of all types of temporary and permanent signs and traffic control devices.

3. As authorized, estimates, schedules and orders traffic control materials and supplies; is responsible for inventory control and storage. Establishes and maintains record keeping systems tracking amount, type, and location of supplies used. Participates in the development of preliminary budget and advises Operations Supervisor on budget needs for the department's traffic control program.
4. Responsible for the work and safety of the crews, equipment, and public in a work zone, and for the safe operation, upkeep, and repairs of all traffic control related equipment and supplies.
5. Ability to perform minor repairs and be responsible for identifying equipment maintenance needs and requesting repairs.
6. Investigates, responds and follows up on citizen requests and complaints relating to traffic control.
7. Responsible for the routine inspection and maintenance of emergency response supplies; ensures adequate traffic control devices are available.
8. Directs, oversees, leads, and performs the preparation of layouts, fabrication, and installation of a variety of signs and traffic control devices.
9. Serves as an advisor and representative for the department's traffic control program.

SUPERVISORY RESPONSIBILITIES

This position requires an individual with the knowledge, skill, and ability to effectively and independently lead and train assigned employees in the performance of a broad range of duties related to all aspects of traffic control, and to perform the most complex traffic control projects and work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of the national "Manual on Uniform Traffic Control Devices", and state amendments thereto, including materials, equipment, methods, and procedures of all types of traffic control work, i.e., road striping, pavement marking, signing, and traffic control devices. Some knowledge of the principles of supervision and personnel practices. Ability to assign, oversee, lead, and review the work of crews in an efficient and effective manner; communicate effectively both orally and in writing. Ability to perform basic math computations, to prepare and/or assist in the preparation of cost proposals; interpret plans and specifications, prepare logs, reports, and records of work. Ability to develop and evaluate work plans, establish and maintain effective and harmonious working relationships with all employees and to deal tactfully with the public.

EDUCATION AND EXPERIENCE

Bachelor Degree in a related field plus two (2) years experience or three (3) to five (5) years of progressively responsible experience in all practices, procedures and equipment used in traffic control operations and related devices, including leading of road workers; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Requires extensive training and experience in traffic control and safety control procedures and in handling related hazardous materials; motivation to participate in the development and implementation of new traffic control technologies and hazardous communications pertaining to all aspects of the department's traffic control program.

JOB IMPACT

The consequences of error could include exposure to lawsuits and financial loss due to undetected problems or unanswered complaints resulting in damages or accidents involving employees and/or the public.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around complaints received from the public concerning traffic control devices, signs and markers within county rights-of-ways; vandalism, degradation and visibility of various signs; and ensuring the safety of employees and the general public when working on projects.

JOB CONTACTS

Contacts are made with other Public Works employees, other County department employees, the general public, representatives of state and local agencies, and vendors to provide or obtain information, respond to inquiries, or provide advice on the department's traffic control activities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively, give and follow written and oral instructions.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret plans and specifications, and ability to complete simple logs, reports and records of work.

OTHER SKILLS AND ABILITIES

Use and care of tools, equipment and material used in a broad range of traffic control projects and activities, and the effective and safe operation of all departmental equipment and machinery pertaining to traffic control.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Class A Commercial Driver's License with a safe driving record and the ability to obtain any necessary endorsements. Certification for First-Aid and C.P.R. Certification as a Traffic Control Instructor. Certification in "First Responder-Awareness" training. As a condition of continued employment, incumbents are required to comply with DOT drug and alcohol program testing requirements and all associated County policies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in the Traffic Control Shop and in the field. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually very loud.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation and a DOT physical, drug screen, and functional capacity evaluation. Conviction of a crime will not necessarily disqualify an individual for this classification.

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

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = Up to 75 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Ability to operate equipment
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>