

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Transportation Technician

UNION:114

CLASS TITLE: Associate Engineering Technician

SG:9

CS:Y

DEPARTMENT: Public Works, Engineering

FLSA:Y

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 Engineering Manager who assigns and reviews the work. Works under applicable City regulations, policies, guidelines and applicable 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 related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- 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.
- 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.
- Physical ability to perform essential functions of the job, including lifting and carrying equipment weighing up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work performed at a computer workstation. Work is also performed outdoors while conducting field studies, exposing employee to inclement weather and traffic hazards. The employee will lift and carry light to medium weight equipment when performing field work (up to 25 lbs.). Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Successful completion of one year of coursework in engineering technology.
OR
- One year of experience in engineering technology field.
- Valid Washington State driver's license and a good driving record. A three-year driving abstract must be submitted at the time of hire.
- A combination of education and experience which provides the applicant with required skills, knowledge and abilities will be considered.

PREPARED BY: Clark Williams
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