

CITY OF CHATTANOOGA

Classification Specification Title: Traffic Engineering Technician

Department: Public Works

Pay Grade: GS.08

Supervision Received From: Deputy Administrator Trans

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing technical support and analysis of traffic control issues. Duties may include: investigating traffic problems; conducting field studies; collecting, maintaining, and analyzing traffic data; generating collision diagrams; coordinating the installation of traffic control signs, parking meters, and bicycle facilities; designing and coordinating the installation of roadway markings; reviewing and approving special event permits or traffic calming requests; and, designing applicable traffic control plans. May serve as liaison with software companies for traffic related software and provide troubleshooting and training for users. Work is performed with limited supervision

SERIES LEVEL: The Traffic Engineering Technician is the first level of a two-level technical traffic review series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Conducts investigations related to traffic problems, which may include: installing and monitoring counters in neighborhoods to check for speeds and volume; identifying intersections or driveways incurring visibility obstructions; locating traffic devices; reviewing fatal accident sites to identify potential roadway deficiencies; and, performing other related activities.

Collects, maintains, and analyzes traffic data, which may include collecting vehicle turning movement counts at intersections and traffic counts; maintains inventory of supplies.

Participates in a variety of traffic related studies, field evaluations, and research, which may include: signal warrant analysis, traffic volume counts and speed, parking turnover, trip destination, driver gap acceptance, intersection delays, school sidewalk justification, intersection pedestrian counts, vehicle classifications, radar speed, roadside barriers, collision diagrams and accident summaries, and/or other related items.

Prepares a variety of reports related to traffic data and study results; makes recommendations based on findings.

Maintains applicable databases, files, plans, and/or other related documents related to traffic engineering data and information.

Prepares a variety of traffic-related diagrams, drawings, roadway markings, and/or other related items.

Coordinates the installation of traffic control signs, parking meters, and bicycle facilities.

Participates in the design and installation coordination of the roadway markings, roadside barriers, traffic calming devices, and/or other related traffic items.

Reviews, processes, and approves traffic calming requests; coordinates appropriate personnel to assist in facilitating traffic control for special events and/or other related street closures.

Maintains contact with outside contractors and utility companies regarding roadway closures and detours.

May serve as liaison with software companies for traffic related software and provide troubleshooting and training for users.

Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any): Inspects specific areas for approval of signs or other traffic related devices. Speaks with constituents, property owners and contractors about traffic related issues or guidelines.

MINIMUM QUALIFICATIONS: Associate's Degree with coursework GIS or a related area and two years related traffic and GIS experience.

LICENSING AND CERTIFICATIONS: None.

SUPPLEMENTAL INFORMATION:

Knowledge of roadway marking design principles; roadway barrier design principles; basic traffic engineering principles; applicable tools and equipment utilized in the trade; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; mathematical concepts; GIS applications; investigative methods; and, traffic study principles and practices.

Skill in using a computer and related software applications; conducting traffic studies and investigations; investigating traffic problems; collecting and analyzing data and information and making appropriate recommendations based on findings; reading and interpreting technical drawings; operating CAD systems; utilizing applicable tools and equipment of the trade; performing mathematical calculations; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.