

Monona County
Employer's Job Description
(Revised 2020)

Name: _____ **Department:** Secondary Roads
Position Title: Traffic Technician **Pay Grade:** TBD
Status: Hourly / Non-exempt **Reports To:** County Engineer

Primary Purpose of Position

The primary purpose of this position is to provide skilled installation, repair, replacement, fabrication and maintenance of traffic control devices according to applicable county, state and federal laws and regulations.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer:

- Installs news signs and performs maintenance and repair of existing signs.
- Fabricates new signs and replace damaged signs on roadsides and bridges.
- Maintains up-to-date computer database of sign inventory system, prints reports and orders signs.
- Insures compliance with all applicable Federal, State, and County laws, rules, and policies.
- Coordinates with the Area Road Foremen to complete tasks including, but not limited to sign needs, road maintenance repairs, bridge and culvert replacements, guardrail repair, maintenance of equipment, sign placement and setting detour routes.
- Reviews and evaluates sign performance features and makes recommendations.
- Performs routine schedule maintenance of assigned machinery and equipment.
- Identifies, reports and takes appropriate action of deficient roadways.
- Performs manual labor including, but not limited to: loading and unloading signs, sign posts and other related material, rebuilding barricades, cutting brush and operating hand equipment.
- Serves as a member of the survey or flagging crew when directed.
- Assists with snow removal activities.
- Reviews traffic control activities.
- Performs related work as required.

Qualifications and Prerequisites:

- Knowledge of sign maintenance practices and procedures and related sign liability issues.
- Must be able to read, analyze and correctly interpret the Manual of Traffic Control Devices (MUTCD) and implement proper procedures.
- Knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials.
- Ability to understand and follow written or oral directions.
- Ability to establish and maintain an effective working relationship with fellow employees and the public.
- Ability to prepare, organize and maintain engineering field and office data, reports and systems.
- Ability to develop specifications for signs, construction and maintenance equipment.
- General computer literacy with the ability to store and retrieve data and information.
- Must be able to write legibly and perform basic computer functions.
- Ability to calculate distances, heights and lengths.
- Ability to estimate mileage, distances and locations with respect to maps and landmarks.
- Ability to use spades, pick axes, shovels and similar manually operated hand tools.
- Ability to work occasional irregular hours and be subject to call 24 hours/day.

Minimum Training and Experience Required to Perform Essential Job Functions

Completion of high school or GED equivalent and five (5) years of related experience or an equivalent combination of education and experience. Possess a current Class B Iowa Commercial Drivers License (CDL) with air brake endorsement and proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment.

Ability to work independently and to follow a work plan with or without instructions

Ability to understand well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees and vendors

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations, and the ability to work independently and to exercise good judgment in making

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert very heavy physical activity in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, pushing and carrying up to 100 lbs.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental Conditions

Ability to work under some uncomfortable conditions inside and outside where exposure to injury is possible, including moderately noisy conditions and exposure to vibration, dirt, dusts, odor, and fumes.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Elected Official or Department Head

Date

Date