



## Job Description

---

<b>TITLE:</b>	<b>Traffic Technician II</b>	<b>JOB CODE:</b>	5140
<b>DEPARTMENT:</b>	Public Works	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005	<b>UPDATED:</b>	August 31, 2020

---

**Summary:** Lead Traffic Technician under general supervision of the Traffic Supervisor, performs traffic operations for the road division; ensures compliance with all MUTCD and OSHA traffic regulations; complies with all laws and regulations related to paint storage, disposal and application; responsible for A.T.S.S.A. compliance; conducts traffic studies, using a variety of data collection devices; oversees all sign shop activities.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in training new Traffic Division personnel.
- Performs data entry and record keeping as needed.
- Maintains time sheets and cards.
- Fabricates, installs and repairs signs for County roads and County buildings; fabricates most signs using computer-aided software; performs manual fabrication including cutting letters and signs, applying sheeting and using a heat-lamp and vacuum applicator to complete some signs.
- Stripes all county roads by means of paint stripping equipment; uses a paint striper to lay stripes on county roads.
- Maintains all County roads signs in San Juan County, including repair, replacement and the update of old signs.
- Responds to requests to repair a sign or create a new sign; installs signs by driving posts and attaching new prefabricated signs in designated locations.
- Sets up traffic control devices as needed and performs flagging operation as required; installs portable signs for construction zones to maintain traffic control; places barrier barricades and cones in compliance with laws and regulations.
- Maintains paint storage; keeps striping paint in fifty-five gallon drums and stored in approved storage facilities; stores small paints in vented paint cabinets; ensures that the paint storage complies with OSHA requirements.
- Enforces safety regulations, such as eye protection, hard hats, gloves, steel-toed boots, reflective vests, and ear plugs for daily use in paint shop and work construction sites.
- Maintains all safety equipment, and verifies that all equipment meets OSHA requirements.
- Sets up all safety equipment for construction zones; ensures that equipment complies with MUTCD and OSHA standards.
- Prepares all San Juan County decals for vehicles and equipment; prepares signs for County buildings and County landfill/compactor station; repairs, maintains and replaces these signs as necessary.
- Conducts traffic studies: to determine average classification, speeds, volumes, accidents, and traffic studies; sets up and monitors computer operations for the studies.
- Provides information to traffic operations supervisor regarding citizens' complaints, as directed.
- Monitors and inspects construction barricading and signing and advises supervisor in charge of any problems.
- Overhauls and cleans painting equipment.
- Supervises and assigns work to trustees, as required.
- Performs other related duties as assigned.

## Job Description

### Traffic Technician II

#### Required Knowledge and Skills:

- Knowledge of the Manual of Uniform Traffic Control Devices (MUTCD).
- Knowledge of sign fabrication equipment, including the computer-aided software and the heat-lamp vacuum applicator.
- Knowledge of painting equipment including repair and maintenance.
- Knowledge of the operation of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations related to job.
- Knowledge of the rules and guidelines related to work zone safety and safe traffic control.
- Knowledge of County policies and procedures.
- Skill in the use of power and hand tools.
- Skill in the use of the striping vehicle, the traffic counter and in measuring and cutting signs.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Skill in the use of a personal computer and standard software as well as mitron and auto cad.

#### Education and Experience

- High School Diploma or GED equivalent. Computer experience preferred.
- Requires certification as a Traffic Control Technician.
- Must have license to operate powder actuated tool ITW ram set within six (6) months of hire.
- Valid New Mexico Commercial Driver's License (CDL Class B).

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

#### Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand and power tools, paint striper and sign equipment.

#### Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_