



CLASSIFICATION NO. 441

Established: 5/77

Revised: 7/94, 2/24

FLSA: Non-Exempt

EEO: 8

## **TRAFFIC OPERATIONS SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to design, construct and maintain an inventory of traffic control and other signs and markings for the County and other local public agencies; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Transportation Maintenance Division within the Department of Transportation and Development is responsible for the traffic control devices on County roads. This division performs activities involved in the design, layout, construction, installation and maintenance of all traffic control devices including traffic signs, traffic signals, traffic control lines and symbols, pavement marking and channelization.

The Traffic Operations Specialist designs and constructs a variety of signs used by the County and other public agencies. Incumbents maintain an inventory of traffic control devices, materials and supplies, prepare bid proposals and specifications and assist with budget preparation and administration.

The Traffic Operations Specialist differs from the Transportation Maintenance Specialist classification series where incumbents perform an array of construction and maintenance activities related to the County's road, bridge, traffic, and ferry systems. It also differs from the Traffic Signal Electrician which performs electronic and electrical maintenance and repair requiring a Limited Maintenance Electrician's License.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Designs, constructs and repairs a variety of signs, banners and posters; adheres sign faces to proper sized wood or metal sign blanks; creates design and stencil material using computer software to combine letters and symbols; uses computer automated software to format, print, and cut signs to desired size; cuts and spray paints plywood for usable sign blanks; prioritizes work orders to ensure adequate sign supplies.
2. Coordinates work requests with customers; interprets sketches, verbal descriptions, and written work orders; resolves discrepancies; verifies signs conform to legal standards such as size, shape and color; ensures quality and uniformity of sign construction.
3. Maintains inventory of supplies and materials for traffic signs and markings; approves and prepares purchase orders; orders, receives and stores requested materials; drafts bid proposals and recommends contract length; identifies, documents and updates desired

materials, and standards and specifications such as quantities and sizes; confers with staff to determine necessary electrical, electronic and other materials and supplies; performs minor maintenance on traffic control and sign construction equipment.

4. Completes and maintains project and inventory records; documents work performed; assists in gathering and evaluating information on potential equipment purchases; maintains, tracks and organizes records on purchasing and receiving; maintains billing records documents type and location of new, existing and replaced signs.
5. Provides input on budget for sign operations; collects data for budget recommendations; assists in preparation of cost analyses, time estimates and detailed material specifications.
6. Occasionally trains and leads the work of County and/or temporary employees; provides work direction; schedules, assigns and reviews work; trains employees in proper and safe sign construction and equipment operation.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Digital sign fabrication regulations and guidelines; specialized equipment, sign design software and computer operations; cost estimating procedures; Federal, State and County laws and regulations regarding construction and specifications of traffic control signs and markings; layout techniques; inks, vinyl's and other sign supplies; standard traffic control methods, materials, tools and equipment; occupational hazards and safety precautions; basic maintenance and repair techniques of mechanical equipment, recordkeeping techniques; basic math and measurements; public relations and customer service techniques.

Skill to: Operate a variety of hand and power tools and equipment such as heat/vacuum application equipment, vinyl and letter cutting machine, engraving machine, saws, forklift and spray paint equipment; design and construct street name, building, window and promotional signs and decals, and name/title plates; prepare signs by hand lettering, stencils, or paint spraying; interpret sketches, road maps and blueprints; collect, evaluate and summarize data; prioritize daily assignments; complete and maintain accurate work records; communicate effectively, both orally and in writing; estimate time and materials needed for projects; train, assign and review work performed by temporary and County personnel; establish and maintain cooperative working relationships with County and other agency personnel, temporary staff, vendors and the public.

### **WORKING CONDITIONS**

Duties require occasional to frequent walking, squatting, kneeling, bending, twisting, balancing, climbing, overhead reaching and repetitive grasping, pinching and fine motor manipulation. The ability to lift 65 pounds and lift/carry 40 pounds. Duties also involve exposure to chemicals, fumes from cleaning solvents, dust, noise, uneven surfaces and working at heights on ladders.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

**PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 4/19