

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: TRAFFIC ENGINEERING TECHNICIAN**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>DECEMBER 18, 2019 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>DECEMBER, 2001</b>

<b>JOB CODE:</b>	<b>0181</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>TECHNICIANS</b>

### **JOB SUMMARY**

With general supervision, assists in carrying out all aspects of traffic engineering and transportation planning activities, resolving traffic safety issues, and developing and implementing traffic engineering/traffic safety programs; and performs other duties as required within the scope of the classification.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Transportation Manager or Principal Civil Engineer

### **DISTINGUISHING CHARACTERISTICS**

The Traffic Engineering Technician conducts traffic studies, documents traffic plans, and manages implementation of departmental projects. It is distinguished from other technician levels by performing assignments that require specialized traffic engineering knowledge and expertise.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Prepares preliminary and final design specifications for traffic engineering projects from field notes and data files, drawings, plotting profiles and cross sections;
- Calculates areas and performs other mathematical computations for engineering design development;
- Reviews bids, plans and designs submitted by contracting firms for completeness and conformance with established traffic engineering standards, ordinance codes, standard plans, department policies, engineering principles and conditions of approval; analyzes traffic engineering plans;
- Plan checks development, traffic control and detour, and signing and striping plans;
- Designs and drafts plans using computer software for construction and traffic signal projects, street striping plans, and traffic signal intercommunication plans;

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- Calculates and produces engineering cost and quantity estimates for various traffic projects;
- Responds to citizen traffic concerns in person, by telephone, in writing, and by Email;
- Conducts field investigations for accident analysis, design projects, traffic control requests, and attorney's requests on liability issues;
- Develops applications for grant funding by preparing cost estimates and other support documentation;
- Assists in coordinating activities necessary for the execution and implementation of capital projects;
- Reviews, analyzes and summarizes memoranda, reports and other written materials for the purpose of developing statistical and narrative reports and recommendations;
- Prepares analyses of cost and effectiveness;
- Confers with and assists public, utility companies and private contractors having inquiries regarding traffic-related projects during the planning, implementation and follow-up phases; processes documents;
- Participates in in-depth study projects;
- Works independently on technical engineering assignments and provides support to professional traffic engineers;
- Provides work direction and on-the-job training to staff assigned to projects;
- Conducts speed studies, traffic counts, field surveys and investigations;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

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- Principles and practices of traffic engineering as applied to traffic control designs, specifications and related projects
- Traffic signals operation and maintenance
- Design drafting
- Applicable local, State and Federal regulations
- Trigonometry
- Safe working practices, procedures and regulations
- Industry standards and developments related to traffic control
- Record keeping systems
- Principles and practices of effective customer service delivery
- Personal computers and applicable traffic-related software including AutoCAD

#### **Ability to:**

- Prepare traffic control designs and specifications
- Conduct traffic counts and speed studies
- Read, interpret, analyze and prepare construction drawings, diagrams, specifications, manuals and written materials
- Perform mathematical calculations and computer-aided drafting for engineering design
- Apply engineering practices and principles
- Write reports, recommendations and correspondence
- Analyze public works plans
- Keep accurate records and files
- Work according to prescribed safety and engineering standards
- Work independently with minimal technical assistance, based on written or verbal instructions in support of a professional engineer
- Establish and maintain cooperative working relationships with others
- Operate personal computers running Microsoft Office and AutoCAD
- Communicate effectively both orally and in writing

**Education:** Equivalent to completion of twelfth (12th) grade supplemented by college level coursework in civil engineering, drafting, surveying, mathematics, or related field. An Associate of Science degree in an engineering-related field as outlined above is preferred.

**Experience:** Three years' traffic engineering design, operations, and techniques; one year in CALTRANS design standards, traffic signals, signing and striping, and construction traffic and specifications.

**Certifications/License:** A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

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Certification in the use of Doppler and laser speed measuring devices preferred.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position performs work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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