

TRAFFIC MAINTENANCE ASSISTANT

Salary Range: 19 (Public Service Salary Schedule)

DEFINITION

Under general supervision, performs a wide variety of activities related to the maintenance and repair of streets and related traffic systems and equipment; operates road striping equipment; paints traffic control markings on pavement; installs, repairs and maintains traffic warning and other signs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level training class that assists the traffic maintenance series in performing duties required to ensure that the City's streets, street signage, and traffic control systems are functioning in a manner that provides the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of City streets and related traffic control systems. This class is distinguished from the Traffic Control and Lighting Technician in that the latter is the journey-level class in the series required to perform the highly skilled maintenance and repair duties while working independently under minimal supervision.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the Traffic Maintenance Supervisor and receive technical and functional direction from the Senior Traffic Control and Lighting Technician.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Performs routine maintenance, repair and adjustment of traffic control systems and installations.
- Inspects, removes and repairs street light standards, light fixtures, and street lamps.
- Uses airless paint sprayers; mixes, thins, and applies paint and paints stripes and markings on streets, crosswalks, and stop sign bars in accordance with relevant codes and ordinances; applies reflective, rumble and other raised pavement surface markings; replaces reflective pavement markers and street signs; lays out and installs traffic signs.
- Removes and replaces sign posts and pours concrete to anchor posts; affixes signs to posts at proper height.
- Performs and assists in the installation of traffic warning, speed control, and other signs; paints traffic guards, barricades and raised traffic bars on pavement.
- Maintains and stocks signs and materials; refurbishes signs as necessary.
- Operates and maintains a variety of hand and power tools.
- Sets up proper traffic control devices as necessary to perform street maintenance work safely.
- Responds to complaints and answers questions from the public, or escalates to supervisor, as necessary.

- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- Prepares reports and maintains accurate work records, and problem and repair logs on related equipment.
- Performs Underground Service Alert (USA) markings as specified and according to accepted guidelines and requirements.
- Utilizes aerial lifts to perform required installation and repair of devices and equipment.
- Acts as first responder to resolve emergency problems related to traffic control systems.

EMPLOYMENT STANDARDS

Knowledge of:

- Techniques and materials used in traffic control painting and signing operations.
- Components and parts of electronic and electrical devices used in traffic control equipment
- Proper traffic control (include warning signs and cones) to provide safe passage for the traveling public through the work area, as well as for the safeguard of workers
- Shop arithmetic
- Safe work methods and safety regulations pertaining to the work
- Safe driving rules and practices
- Computer applications related to work
- English usage, spelling, vocabulary, grammar and punctuation
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone
- Methods and techniques of effective technical report preparation and training
- Applicable federal, state, and local laws, codes, and ordinances
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar, and punctuation

Ability to:

- Skillfully and safely operate and maintain a variety of traffic control, painting and related equipment, and hand and power tools
- Prepare basic records and reports
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work
- Perform routine equipment maintenance
- Follow department policies and procedures related to assigned duties
- Understand and follow oral and written instructions
- Organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer technology and applications in the performance of daily activities
- Use English effectively to communicate in person, over the telephone and in writing

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

Any combination of education, training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of maintenance experience.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of the International Municipal Signal Association (IMSA) Traffic Signal Technician I Certification must be obtained within twelve (12) months of appointment.

Physical Requirements

Must possess mobility to work in the field, on City streets and roadways, and at substantial heights; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; color vision to determine correct colors for street and traffic signs, signals and markings; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at construction site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

Working Conditions

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private

representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work various shifts on evenings, weekends and holidays, and participate in after-hours on-call assignments.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: August 2014

Revised: January 2017