



















POSITION DESCRIPTION

Title: Master Mechanic

Department: Highway Department – Maintenance Section

Job Analysis: January 2013, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Assistant Area Maintenance Supervisor, Area Maintenance Supervisor, Operations Manager, County Engineer

Subordinate staff: Shop help assigned by Supervisor

Internal contacts: Area Barn Personnel, Other Area Supervisors/Personnel

External contacts: Equipment and Parts Suppliers, Auction Companies & General Public

Status: Classified/Non-Exempt (L)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Assist County mechanics with major mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment as needed. Operates some heavy equipment. Must be able to train other County mechanics and lend support when called upon. Coordinates with auction companies when selling Highway Department vehicles/equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Analyze, diagnose and tune engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, replacement of coil, condenser and breaker points.
2. Remove and disassemble major units such as engine, transmission, and differential; inspect parts for wear, and reassembles.
3. Repair and replace parts such as pistons, rods, gears, and bearings.

4. Overhaul and replace carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewire ignition system, light and instrument panel.
6. Realign and adjust brakes, repair or replace shock absorbers.
7. Replace and adjust headlights, and install or repair accessories such as radios, heaters, mirrors, and windshield wipers.
8. Perform additional repairs as needed.

B. Heavy Equipment Repair and Maintenance

1. Analyze malfunctions, and repair, rebuild and maintain heavy construction equipment such as motor graders, backhoes, bulldozers, asphalt spreaders etc.
2. Replace defective engines and subassemblies.
3. Replace or repair major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Weld to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fill holes and build up metal parts.
2. Replace batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repair or replace tires.
4. Perform related mechanic duties as required.
5. Perform various duties including operation of equipment and some manual labor as needed.
6. Test repaired equipment to ensure operating efficiency.
7. Supervise other personnel performing equipment maintenance.
8. Make recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
9. Ensure vehicle / equipment fleet is kept in safe operational working order.
10. Ensure all vehicles/equipment in receive routine maintenance on schedule.
11. Ensure accurate records are maintained for repairs/maintenance performed on all vehicles/equipment.

Knowledge, Skills and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.

10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.
12. Ability to work independently without close supervision
13. Knowledge of county policies, procedures and rules.
14. Knowledge of/and has ability to work on Tier 4 engine component.
15. See well enough to read regular print and numbers without error or transposition and inspect small parts.
16. Hear well enough to talk on telephone, to determine mechanical problems.
17. Speak clearly enough to communicate information to helper.
18. Use of hands and fingers to write, to use tools.
19. Strength to lift 50 pounds unassisted.
20. Physical dexterity sufficient to operate levers, gears, etc.
21. Ability to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work overtime and weekends as necessary.
2. Willing to travel to pick up parts and material out of area.
3. Required to wear uniforms as directed by County Engineer.

Minimum Requirements

1. Possess a valid commercial driver's license. (CDL – Class A)
2. Experience in automotive and heavy equipment repairs and maintenance.

POSITION DESCRIPTION

Title: Mechanic II – (Maintenance Area Barn Option)

Department: Highway Department – Maintenance Section

Job Analysis: January 2013, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Area Maintenance Supervisor, Assistant Area Maintenance Supervisor, Operations Manager, County Engineer

Subordinate Staff: Shop help assigned by Supervisor

Internal Contacts: Members of work group, Engineering, County Purchasing Officer

External Contacts: Equipment Suppliers, Parts Suppliers

Status: Classified/Non-Exempt (J)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Analyze, diagnose and tune engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, replacement of coil, condenser and breaker points.
2. Remove and disassemble major units such as engine, transmission, differential; inspect parts for wear, and reassembles.
3. Repair and replace parts such as pistons, rods, gears, and bearings.
4. Overhaul and replace carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewire ignition system, lights and instrument panel.
6. Realign and adjust brakes, repairs or replaces shock absorbers.

7. Replace and adjust headlights, and install or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
8. Perform additional repairs as needed.

B. Heavy Equipment Repair and Maintenance

1. Analyze malfunctions, and repair, rebuild and maintain heavy construction equipment such as motor graders, backhoes, bulldozers, asphalt spreaders etc.
2. Replace defective engines and subassemblies.
3. Replace or repair major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Weld to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fill holes and builds up metal parts.
2. Replace batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repair or replace tires.
4. Perform related mechanic duties as required.
5. Perform various duties including operation of equipment and some manual labor as needed.
6. Test repaired equipment to ensure operating efficiency.
7. Supervise other personnel performing equipment maintenance.
8. Make recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
9. Ensure vehicle / equipment fleet is kept in safe operational working order.
10. Ensure all vehicles/equipment in fleet receive routine maintenance on schedule.
11. Ensure accurate records are maintained for repairs/maintenance performed on all vehicles/equipment.

Knowledge, Skills and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills and ability in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.
10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.
12. Ability to work independently without close supervision

13. Knowledge of county policies, procedures and rules.
14. Knowledge of/and has ability to work on Tier 4 engine component.
15. See well enough to read regular print and numbers without error or transposition and inspect small parts.
16. Hear well enough to talk on telephone, to determine mechanical problems.
17. Speak clearly enough to communicate information to helper.
18. Use of hands and fingers to write, to use tools.
19. Strength to lift 50 pounds unassisted.
20. Physical dexterity sufficient to operate levers, gears, etc.
21. Body movement to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to travel to pick up parts and material out of area.
3. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. Possess a valid commercial driver's license. (CDL – Class A)
2. Experience in automotive and heavy equipment repairs and maintenance.

POSITION DESCRIPTION

Title: Operations Support Specialist I (~~Construction Administration~~
Option)
Department: Highway Department – ~~Construction Engineering Administration~~
Job Analysis: June 2011, Sept 2017, **October 2019**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Operations Manager~~Administrative Support Specialist IV, County Engineer (~~Dotted Line to Highway Administrator~~)
Subordinate Staff: None
Internal Contacts: Co-workers
External Contacts: General Public
Status: Classified/Non-Exempt (**G**)

Job Summary

Provides clerical assistance, data entry and answers phone calls from the general public. Provides support by preparing various reports, records, ordering office supplies, and other miscellaneous administrative tasks.

Job Domains

1. Greet visitors to the office; refer them to whom they need to see and make them comfortable if they must wait.
2. Answer incoming calls and transfer them to the proper office.
3. Take written telephone messages when people are out of the office if voice mail is not available or desired by caller.
4. Provide whatever information is available to general inquiries.
5. Type letters and other memoranda as necessary.
6. Maintain and order office supplies.
7. Enter daily activity sheets for Highway Personnel, as needed. ~~Design, Right-of-Way and Parks Departments.~~
8. Tracking invoices and payment in CIMS.
9. Assist tracking reimbursements to ensure the County receives proper funding.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. A good working knowledge of general office practices and procedures.
3. Familiar with computers and various software programs.
4. Skills to communicate effectively with office staff, supervisors, and general public.
5. Skills to read and understand printed reports.
6. Knowledge of filing procedures.
7. Knowledge of office machinery operations.
8. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.

Physical Characteristics

1. See well enough to read, etc.
2. Hear well enough to talk on telephone.
3. Speak well enough to discuss projects, etc. with supervisors, co-workers, the general public, and Engineers.

Other Characteristics

1. Willing to work overtime when necessary.
2. Ability to work under stress of recurring deadlines.

POSITION DESCRIPTION

Title: Operations Support Specialist I (Maintenance Barn Option)

Department: Highway Department – Maintenance Section

Job Analysis: June 2011, Sept 2017, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Operations Support Specialist II, Assistant Area Maintenance Supervisor, Area Maintenance Supervisor, Operations Manager, County Engineer

Subordinate Staff: None

Internal Contacts: All Maintenance personnel and other County employees.

External Contacts: General Public

Status: Classified/ Non-Exempt (G)

Job Summary

Provides clerical assistance, data entry and answers phone calls. Assists in maintaining organized office records and documents with both computerized and hard filing systems. Assists with providing prompt response and proper management of department emails. Assists with department purchasing/payments. Treats the public in a courteous, prompt and professional manner. Serves to manage the administrative functions of the Maintenance Facility office during the absence of the Operations Support Specialist II.

Job Domains

A. Reception and Referral

1. Greet visitors to the office; refer them to whom they need to see, and make them comfortable if they must wait.
2. Answer incoming calls in a professional manner and transfer them to the proper office.
3. Take written telephone messages when people are out of the office.
4. Provide whatever information is available to general inquiries.
5. Have ability to process driveway permits.
6. Refer work orders promptly to the appropriate personnel.

B. Typing and Stenographic

1. Type letters, bids, contracts, and other memoranda as necessary.
2. Ensure work orders are promptly entered into data base.
3. Ensure that all activity sheets and project data are promptly entered into data base.
4. Ensure that purchase orders and invoices are filled out, coded and processed correctly.

C. Records Management

1. File all pertinent correspondence to the County Engineer's office on a daily basis.
2. File all internal memoranda such as personnel reviews, petitions, policies, etc.
3. Retrieve materials from files upon request.
4. Maintain hard filing system and computerized filing system in an organized manner.
5. Have the ability to manage, run reports and retrieve data from CIMS (Computer Information Management System) using Crystal Reports and other software programs.
6. Ensure that work crews are provided proper project numbers and activity codes for the work they are performing.
7. Ensure that equipment maintenance records are properly recorded and filed.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. A good working knowledge of general office practices and procedures.
3. Familiar with computers and various software programs.
4. Skills to communicate effectively with office staff, supervisors, and general public.
5. Skills to read and understand printed reports.
6. Knowledge of filing procedures.
7. Knowledge of office machinery operations.
8. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
9. Skills to post journals neatly and legibly.
10. Ability to operate work processing equipment and data entry.

Other Characteristics

1. Willing to work overtime when necessary.
2. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Operations Support Specialist I (~~Maintenance Barn~~Traffic Operations Option)

Department: Highway Department – ~~Maintenance Section~~Traffic Operations

Job Analysis: June 2011, Sept 2017, **Oct 2019**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Operations Support Specialist II, Assistant Area Maintenance Supervisor, Area Maintenance Supervisor~~Traffic Operations Manager, Operations Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: All ~~Maintenance~~Traffic Operations personnel and other County employees.

External Contacts: General Public

Status: Classified/ Non-Exempt **(G)**

Job Summary

Provides clerical assistance, data entry and answers phone calls. Assists in maintaining organized office records and documents with both computerized and hard filing systems. Assists with providing prompt response and proper management of department emails. Assists with department purchasing/payments. Treats the public in a courteous, prompt and professional manner.

Job Domains

A. Reception and Referral

1. Greet visitors to the office; refer them to whom they need to see, and make them comfortable if they must wait.
2. Answer incoming calls in a professional manner and transfer them to the proper office.
3. Take written telephone messages when people are out of the office.
4. Provide whatever information is available to general inquiries.
5. ~~Have ability to process driveway permits.~~

6. Refer work orders promptly to the appropriate personnel.

B. Typing and Stenographic

1. Type letters, bids, contracts, and other memoranda as necessary.
2. Ensure work orders are promptly entered into data base.
3. Ensure that all activity sheets and project data are promptly entered into data base.
4. Ensure that purchase orders and invoices are filled out, coded and processed correctly.

C. Records Management

1. File all pertinent correspondence to the County Engineer's office on a daily basis.
2. File all internal memoranda such as personnel reviews, petitions, policies, etc.
3. Retrieve materials from files upon request.
4. Maintain hard filing system and computerized filing system in an organized manner.
5. Have the ability to manage, run reports and retrieve data from CIMS (Computer Information Management System) using Crystal Reports and other software programs.
6. Ensure that work crews are provided proper project numbers and activity codes for the work they are performing.
7. Ensure that equipment maintenance records are properly recorded and filed.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. A good working knowledge of general office practices and procedures.
3. Familiar with computers and various software programs.
4. Skills to communicate effectively with office staff, supervisors, and general public.
5. Skills to read and understand printed reports.
6. Knowledge of filing procedures.
7. Knowledge of office machinery operations.
8. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
9. Skills to post journals neatly and legibly.
10. Ability to operate work processing equipment and data entry.

Other Characteristics

1. Willing to work overtime when necessary.
2. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician I (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group

External Contacts: General Public

Status: Classified/Non-Exempt (G)

Job Summary

Responsible for carrying out the activities of the Traffic Control paint crew. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domains

A. Operations

1. Operate small portable paint machine to stripe parking lots.
2. Operate epoxy gun to install pavement markers.
3. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
4. Willing to assist the paving/mowing, sign and signal crews as needed.
5. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Operation and Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, make adjustments to ensure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisor or co-workers.
2. Skills to follow verbal instructions.
3. Basic skills in the operation, maintenance and safe use of trucks and tractors.
4. Knowledge of traffic regulations.
5. Knowledge of safety rules, including accident causes and prevention.
6. Skills to complete routine forms and records.
7. Knowledge of County policies, procedures and rules.

Physical Characteristics

1. See well enough to operate machinery safely.
2. Hear well enough to follow directions from Supervisors.
3. Use of hands and fingers to perform manual work.
4. Physical dexterity sufficient to operate lever, gears, shovels, etc.
5. Body mobility to perform maintenance and operate various types of equipment and perform basic manual labor.
6. Ability to stand all day
7. Ability to lift 50 pounds.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Required to wear uniforms as directed by the County Engineer.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Have a valid driver's license (Commercial Driver's License required for promotion) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician II (Sign Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~G~~ H)

Job Summary

To successfully complete any job/duty deemed necessary by the Traffic Operations Manager or Crew Chief. Work involves the following: physical placement of traffic signs as required throughout the county while insuring all signage meets MUTCD Standards. Placement of detours as needed. Performing complex traffic control operations.

Capturing data on all signage with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs. Willing to assist other crews within the department as needed.

Job Domain

A. Operations

1. Operate sign truck with aerial bucket to install traffic control signs including post driver and puller.
2. Operate sign truck with aerial bucket to trim limbs and precisely cut brush as needed.
3. May operate other equipment as deemed necessary by Supervisor.

4. May operate other equipment such as asphalt spreader, roller, paint truck or tractor.
5. Perform routine manual labor on other crews as needed.
6. Ensure that all signs are in proper placement by current MUTCD standards.
7. Ensure that all traffic control operations meet current MUTCD standards.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. Perform light maintenance and servicing in connection with equipment operated.
3. Notify supervisor of mechanical or safety problems.
4. May assist mechanic or other repairmen with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills to operate computers and software programs.
4. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Familiar with ALDOT standard drawings and how to apply these standards to real world applications.
8. Familiar with *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Willing to work overtime and non-standard hours.
2. Willing to travel for schools and training.
3. Assist in Disaster Recovery efforts as needed.
4. Willing to assist the paving crew/mowing crew, stripe crew and signal crew.
5. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. One (1) year experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician II (Stripe Crew Option)

Department: Highway Department - Traffic Operations

Job Analysis: September 2017, September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Other Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (G H)

Job Summary

Responsible for carrying out the activities of the Traffic Control paint crew. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic control signal lights.
5. Maintain traffic control devices including minor repairs and bulb repairs/replacements.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
5. Knowledge of traffic regulations.
6. Familiar with ALDOT standard drawings and how to apply these standards to real world applications.
7. Familiar with *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
8. Knowledge of safety rules including accident causes and prevention.
9. Ability to work independently without close supervision.
10. Knowledge of county policies, procedures and rules.
11. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Three (3) years' experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician III (Sign Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Other Internal Contacts: Members of work group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (I)

Job Summary

Responsible for serving as crew leader to carry out the activities of the Traffic Control sign crew. Work involves the following: physical placement of traffic signs as required throughout the county while insuring all signage meets MUTCD Standards. Placement of detours as needed. Performing complex traffic control operations.

Capturing data on all signage with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs. Willing to assist other crews within the department as needed.

Job Domain

A. Operations

1. Operate sign truck to install traffic control signs including post driver and puller.
2. Operate sign truck with aerial bucket to trim limbs and precisely cut brush as needed.
3. May operate other equipment as deemed necessary by Supervisor.
4. May operate other equipment such as the asphalt spreader, roller, paint truck or tractor.

5. Perform routine manual labor on other crews as needed.
6. Ensure that all signs are in proper placement by current MUTCD standards.
7. Ensure that all traffic control operations meet current MUTCD standards.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. Perform light maintenance and servicing in connection with equipment operated.
3. Notify supervisor of mechanical or safety problems.
4. May assist mechanic or other repairmen with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills to operate computers and software programs.
4. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
8. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 pounds, use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by County Engineer.

2. Willing to work overtime and non-standard hours as needed.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician III (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (~~H~~ I)

Job Summary

Responsible for substituting as crew leader to carry out the activities of the Traffic Control paint crew when needed. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic control signal lights.
5. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Skills to complete striping cost estimates that include labor, material and equipment.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
8. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.
12. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician IV (Signal Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer.

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (I J)

Job Summary

Serve as a working leader performing complex installation, programming, monitoring, preventative maintenance and repair of electronically controlled and coordinated traffic control systems. Also, may serve as crew leader to carry out the activities of the Traffic Control Stripe crew as needed. Work will also include assisting the Traffic Operations Manager with daily activities. Work includes, but is not limited to: reviewing daily activity sheets, inspecting finished work for compliance with specifications, keeping up with sign and paint inventory, planning and scheduling crews, assist with complex traffic control operations and assist all crews within the department when deemed necessary. Capturing data on all signals with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs.

Job Domain

A. Operations

1. Evaluate, diagnose, schedule, and complete repairs to defects and malfunctions of traffic signals. Work may include repairs to traffic signal cabinets, traffic signal controllers,

overhead signal equipment and conducting inspections/performing preventative maintenance.

2. Respond to and perform repairs to after hour emergency situations relating to traffic signals or signs.
3. Create and file daily reports, maintenance logs, signal timing charts and inventory records for future use.
4. Coordinate and inspect work performed by external contractors involved in the construction and alteration of traffic signals.
5. Order and stock an operational spare traffic signal inventory.
6. Operate paint truck to put traffic markings on county roads.
7. Operate small portable paint machine to stripe parking lots.
8. Operate epoxy gun to install pavement markers.
9. Operate bucket truck with aerial lift to repair traffic control signal lights.
10. May operate other equipment such as the asphalt spreader, roller or tractors.
11. Willing to assist the stripe, paving/mowing or sign crews as needed.
12. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
13. Assist Traffic Operations Manager with various daily activities as needed.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Knowledge of The Manual of Uniform Traffic Control Devices (MUTCD), National Electric Manufacture Association (NEMA) and IMSA- International Municipal Signal Association. Relating to common principles, practices, equipment, materials, and methods used in the installation, operation, repair and maintenance of traffic control devices and signage.
2. Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
3. Use and care of hand powered tools and equipment.
4. Skills to communicate information to supervisors and co-workers.
5. Skills to complete routine forms and records.
6. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
7. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
8. Knowledge of traffic regulations.
9. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
10. Knowledge of safety rules including accident causes and prevention.

11. Ability to work independently without close supervision.
12. Ability to operate computers / GPS Devices
13. Knowledge of county policies, procedures and rules.
14. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.
5. Traffic Signal Field Technician Level 1 required.

Minimum Qualifications

1. Five (5) years' experience in traffic signals preferred.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician IV (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (J)

Job Summary

Serve as crew leader to carry out the activities of the Traffic Control Stripe crew as needed. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic signal lights if needed.
5. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.

7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Use and care of hand powered tools and equipment.
2. Skills to communicate information to supervisors and co-workers.
3. Skills to complete routine forms and records.
4. Skills to complete striping cost estimates that include labor, material and equipment.
5. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
6. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
7. Knowledge of traffic regulations.
8. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.
12. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.

2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic signals preferred, **but not required.**
2. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.