

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

Job Title	Traffic Engineering Assistant II	Pay Grade	214	Class Code	T322
Department	Engineering	Salary Range	\$17.61 - \$28.52		Hourly
Division	Department of Public Works	FLSA	Non-Exempt		
Reports to	Traffic Engineering Coordinator	Revision	September 2018		
Bargaining Unit	Teamsters Local 79				

GENERAL DESCRIPTION:

This is a professional position related to traffic engineering work involving planning, investigation and analysis, design, and construction supervision and inspection of the operations and improvement of the County's traffic control infrastructure, including signage, pavement markings, traffic signals, signal systems and interconnect, and access management features.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Investigate and respond to traffic operation and safety service requests from citizens, the BCC, staff, and other agencies. Resolves customer issues and/or complaints by telephone, in writing, or in person.
- Coordinates and assists in the preparation of contract documents, permitting agreements, or related documentation.
- Accomplish the review, justification and placement of traffic control devices including but not limited to signage, pavement markings, traffic signals, guardrail, etc.
- Accomplish detailed traffic engineering studies and reviews for speed limits, intersection and roadway sight distance, clear zone recovery areas, truck routing, school zones and school bus stops, pedestrian and bicycle facilities, and transportation safety concerns.
- Prepare detailed construction plans with contract documents, project specifications, quantities, and estimated costs.
- Verifies and explains/clarifies project specifications and plans to contractors, staff, and the public.
- Accomplishes and reviews the level of service analysis for roadways and intersections of County improvement or submitted private development projects using Highway Capacity Manual (HCM), and/or Synchro analysis software and standards.
- Reviews plans and contract documents prepared in-house, by the Florida Department of Transportation and its consultants, and by private development consultants for traffic control improvements including signage and pavement markings, traffic signals, guardrail, and access management features.
- Review submitted commercial and residential development construction plans for operations, safety, and compliance with all applicable codes, policies, and standards.
- Performs preliminary and final designs on traffic engineering projects and other public works projects.
- Design and review temporary traffic control (MOT/WZTC) plans and zones.
- Accomplish the collection, data entry, storage, and distribution of traffic data including, but not

limited to: roadway volumes, speeds, classification, intersection turning movement, trip distribution, intersection delay, and pedestrian and bicycle volumes and movements including student travel to/from schools.

- Maintains, tabulates, and distributes traffic crash data from the County's crash records system.
- Prepares, arranges, and presents findings and information in public meetings such as the Board of County Commissioners, Planning and Zoning Commission, home owner associations, and public information project meetings.
- Personal computer skills in word processing, spreadsheets, and databases are essential. Other traffic engineering software experience helpful.
- Handle special projects, tasks, and related work as required.
- This position will act as Traffic Section supervisor in the absence of the Traffic Engineer.
- Regular attendance.

JOB STANDARDS:

Education	Graduation from an accredited college or university with a minimum of an Associate's degree in Engineering, or Construction Management or related field. Bachelor's degree in Civil Engineering or a related field is preferred A combination of education, training, and experience may be substituted at the County's discretion.
Experience	Minimum one (1) year engineering experience in a Transportation Engineering / Traffic Engineering or a related field.
Skills	Ability to research traffic operation and safety concerns within Hernando County.
Licenses, Certifications or Registrations	Registration as an Engineering Intern (EI) in the State of Florida or ability to obtain such within six (6) months of assignment preferred. Must possess or be able to obtain within one (1) year of employment, Florida Department of Transportation (FDOT) Intermediate Work Zone Traffic Control and IMSA Level II certification in Signage and Pavement Markings. Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier. Must possess or be able to obtain within ninety (90) days of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, IS700, and IS800.

EQUIPMENT USED

Automobile/light truck, Personal Computer (MS Word and Excel Experience), Calculator, Copy Machine, Multi-Station Telephones, and other office equipment, highway personal safety equipment, electronic traffic counting devices, digital camera, hand tools, and any other equipment necessary to perform functions of job.

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS

- Knowledge of the terminology related to traffic signs, pavement markings, temporary traffic control / maintenance of traffic (MOT), traffic signals, signal systems and interconnect, and traffic impact studies and modeling.
- Ability to read, understand, and apply traffic engineering standards, methods, practices, and procedures (e.g. Manual of Uniform Traffic Control Devices (MUTCD) and FDOT Roadway and Traffic Design Standards).
- Ability to read and understand aerial maps.
- Ability to read and understand roadway and traffic control construction plans.
- Basic geographic knowledge of the County.
- Expertise in work zone traffic control and job site safety.
- Computer skills required. Ability to use word processing, spreadsheets, and databases.
- Experience in CADD and GIS Mapping software.
- Skill in preparing written reports and letters to document citizen interaction and construction activities.
- Ability to communicate effectively both orally and in writing and to prepare accurate and concise reports and letters.
- Comfortable in public speaking with the media and in large public meetings and forums.
- Ability to establish and maintain effective working relationships with contractors, engineers, developers, and County staff.
- Ability to use sound judgment at all times.
- Ability to work independently.
- Assists other staff in their respective projects and tasks.

ESSENTIAL PHYSICAL SKILLS

- Moderate lifting (15 to 44 pounds), moderate carrying (under 50 pounds)
- Must be able to use equipment listed in job description
- Good vision and good hearing

ENVIRONMENTAL CONDITIONS

Constant: Working inside and closely with others.

Frequent: Working outdoors in varying weather conditions. Works along and in roadways amongst moving traffic.

MARGINAL / SECONDARY JOB FUNCTIONS

- Document all activities and maintain all records, calculations, reports, and correspondence of work performed.
- Performs copying, filing and information retrieval associated with assigned work.
- Maintains project / personal time-tracking records.
- Attends staff and other meetings, training and seminars.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform

reasonable duties as assigned by immediate supervisor.

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE