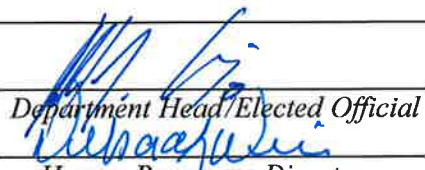

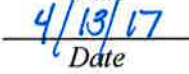


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Road and Traffic Lead Technician		PAY GRADE: B22	
DEPARTMENT: Engineering Department	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
REPORTS TO: Road Superintendant	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>			
APPROVED:			
 _____ Department Head/Elected Official	 _____ Human Resources Director	 _____ Date	 _____ Date

I. PURPOSE SUMMARY.

Under general direction of the assigned supervisor, oversees and performs design, manufacture and installation of various traffic control devices.

II. ESSENTIAL DUTIES.

1. Street/Work Zone Signing

- A. Inspect roadway for striping, traffic control plans, missing and damaged street signs and devices and general safety issues/problems.
- B. Create and implement Traffic Control Plans, oversee installation of traffic control devices, traffic signs, striping and traffic lighting.
- C. Coordinate with local, state and federal agencies and internal departments to ensure communication between agencies to avoid scheduling conflicts, keep the public informed and to ensure all devices are uniform to prevent confusing the public.
- D. Coordinate with staff to inventory, order and install materials including street signs, temporary traffic control devices, lighting and all associated tools. This ensures that there is always adequate materials to complete traffic control assignment and any emergencies that may arise.
- E. Supervise various sign crews.

2. Lighting and Striping

- A. Repair and maintain traffic signals and lighting.
- B. Inventory, order, assemble, install and program traffic signals and school lighting.
- C. Create and layout road striping plans to establish passing zones, no passing zones and specialty zones on roadways scheduled to be striped.
- D. Coordinate with school districts to obtain lighting schedules.

3. Supervision

- A. Create work assignments, supervise sign technicians and laborers and inspect their work.
- B. Approve and justify overtime.
- C. Conduct annual evaluations.
- D. Administer corrective action.
- E. Field and resolve complaints by coordinating with residents, County staff, Commissioners, Community Liaison and other governmental agencies.
- F. Create crew cards to assign daily duties for staff.

4. Research

- A. Research BLM pit areas to obtain burrow pit permits which allow County to obtain free construction material for County construction and maintenance.
- B. Create Maps, plans and layouts to obtain burrow permits, traffic control, striping, Elephant Butte Irrigation District traffic control and Burlington Northern Santa Fe rail road traffic control.
- C. Field and respond to various complaints from residents, commissioner, law enforcement agencies, staff and other governmental agencies.
- D. Coordinate with various governmental agencies to ensure that the public is kept informed of all projects throughout the County, that all agencies use similar traffic control devices and procedures to avoid confusing the public.

5. Administration

- A. Create spread sheets and equipment lists including striping schedule, street name replacement and materials inventory.
- B. Coordinate with staff and vendors to order equipment.
- C. Maintain equipment and supply inventories.
- D. Use e-mail on a regular basis to communicate with public, staff, governmental agencies, etc.
- E. Create trouble reports on vehicles and equipment for maintenance and repair.
- F. Create daily report to document work completed for the day.
- G. Schedule meeting to resolve complaints and address requests.

6. Train Various Staff

- A. Train staff on Manual of Uniform Traffic Control Devices (MUTCD) in both office and field settings by reviewing manual and providing hands on training.
- B. Train staff on proper equipment operation and maintenance for tools and equipment.
- C. Prepare training plans and materials for MUTCD, traffic control, drafting of traffic control plans, emergency procedures, field procedures, safety and proper material, equipment and tool operation.

7. Equipment Fabrication and Repair

- A. Design, fabricate and modify equipment to solve out of the ordinary situations to save money in situations that require modified or specialized equipment or devices.
- B. Create material lists.
- C. Calculate quantities.
- D. Coordinate with staff and vendors to order materials.

III. ADDITIONAL DUTIES. Other job related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School diploma or GED required.

B. Experience. Five (5) years of progressively responsible MUTCD and Construction experience, two (2) of which must be supervisory experience.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. IMSA Supervisory Sign and Markings III certification or ability to obtain within 12 months of employment. IMSA Traffic Signals I certification preferred. A valid Class D driver's license is required.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass a pre-employment background check and driver's license records check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of: Doña Ana County and its surrounding areas, principles and practices of civil engineering and surveying; effective use of traffic control equipment; proper methods to maintain accurate records; computer operation, the applicable software and general office equipment.

Ability to: apply basic algebra and geometry; apply knowledge of software functions to produce a wide range of documents that often require complex formats, graphics, formulas or tables within text.

Skill in: developing traffic control layout plans; gathering, plotting and researching applicable information; complying with Uniform Traffic Control Devices (MUTCD) regulations; safely using hand and power equipment; fabricating traffic signs; working independently; and establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT.

The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS.

The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, kneeling, crouching, crawling, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may also include climbing of tall ladders.

5. WORK ENVIRONMENT.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

6. SUPERVISORY RESPONSIBILITY.

The position may perform work of the same or comparable nature and difficulty as subordinates; or may assist a higher level supervisor with some supervisory duties such as coordinating and monitoring the flow of work, training and assisting subordinates.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *ID Number*