City of Bellingham
Classification Specification

CLASS TITLE	**Traffic Worker I/Traffic Worker II/Traffic Worker III**
DEPARTMENT	**Public Works - Operations Maintenance**
UNION:	**1937**
SG:	**108/109/110**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**SM/49-2094**

NATURE OF WORK:

This series performs progressively responsible manual and semi skilled labor in the fabrication, installation, maintenance, operation and repair of traffic control devices such as traffic signal and street lighting systems, school zone and crosswalk warning systems, regulatory roadway signs and markings and parking control equipment. Operates hand and power tools and motorized equipment including lift trucks and excavation equipment for installation of pole bases and conduit. May be called out for emergency work. Attention to safety and protection of personnel and equipment is integral to the work.

DISTINGUISHING CHARACTERISTICS:

Traffic Worker I is an entry-level position which may be assigned to Signs/Markings, Electrical Support or Parking Controls within the Traffic Unit of the Public Works Operations Division. The Traffic Worker I assists higher classified workers while receiving additional training in the functions of the assigned unit. An individual in this position will move to the Traffic Worker II level in a non-competitive promotion upon completing 2 years as a Traffic Worker I and obtaining required certification.

The Traffic Worker II is distinguished from the Traffic Worker I by the achievement of additional training and/or experience and certain job specific certifications, both of which provide a higher level of skill and the ability to perform uncomplicated work independently with a moderate amount of supervision. An individual in this position will move to the Traffic Worker III level in a non-competitive promotion upon completing two years experience in the Traffic Worker II level, and obtaining required certification.

Traffic Worker III is distinguished from the lower classifications in the series by the achievement of additional training and/or experience and certain job specific certifications, both of which provide a higher level of skill and the ability to perform work independently with less direct supervision. The Traffic Worker III has a more highly developed working knowledge of the City's infrastructure which may include the Parking Controls Systems, Signal and Street Lighting Systems and/or Signing and Pavement Markings production and policies and procedures.

SUPERVISORY RELATIONSHIPS:

Reports to the Supervisor of the assigned unit. May receive direction and training from higher classified positions within the unit.

ESSENTIAL FUNCTIONS:

Depending on the unit to which assigned:

1. Performs basic tasks and assists with more complex tasks associated with the installation, maintenance and repair of traffic signal equipment, street lighting, parking controls and roadway signs and markings. Operates a boom and bucket truck and electronic test equipment.

2. Installs and maintains parking control equipment including parking meters and pay stations, electric vehicle charging stations, meter posts, signage and protective bollards. Tracks and records information about changes made to parking control equipment locations or time limits; reports changes to GIS/Technical Services staff for update/maintenance of GIS meter map system.

3. Collects parking revenue from meters and paystations; maintains and secures equipment keys and portable data programming and retrieval devices; removes cash and coin revenue from parking control equipment in accordance with designated routes, schedules and performs security protocols. Downloads collection information into handheld units and transfers to meter database; delivers revenue to bank; completes deposit paperwork and returns deposit materials to parking office and/or the City Finance Department.

4. Assists and participates in the preparation and manufacture of traffic, directional and informational City signs.

5. Uses hand tools, 16 lb sledgehammer, and operates drills, roto-hammers, propane torches, trimmers, grinders, man-lifts, bucket trucks and boom trucks.

6. Sets up temporary traffic control devices including cones, barricades, flags, variable message signs and performs other safety-related duties.

7. Logs information, completes work orders and paperwork as necessary.

ADDITIONAL WORK PERFORMED:

1. Performs other manual labor within the scope of the classification.
2. Participates in job-related training.
3. May occasionally perform minor electrical work.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Knowledge of hand and power tools and equipment of the trades.
- The use of Division computer software to perform various assignments including the MS Office Suite.
- The use of assigned Division equipment and ability to provide operation and maintenance at the highest level ensuring efficient and safe completion of work.

Skill in:

- Applying craft techniques, processes, and principals in the accomplishment of assigned work.
- Demonstrated leadership skills including, interpersonal sensitivity, adaptability, flexibility, and time management.
- Independent judgment, including the ability to plan and carry out work assignments, and maintain required standards of work.
- Strong communication skills for working with personnel, organizations, and the general public

Ability to:

- Interact effectively with a variety of people with courtesy and tact, including the ability to remain calm in stressful situations with angry or upset community members and in dealing with fellow employees.
- Operate hand-held tools and equipment used on a day-to-day basis.
- Complete required forms documenting work performed.
- Follow established safety rules and regulations, and be able to independently recognize hazards at the work site.
- Accept "on-call" status for emergency situations.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently communicate accurate information and ideas with others;
  - Frequently move between work sites including travel between indoor and outdoor locations; stoop, bend, climb, occasionally work in confined spaces or from heights;
  - Frequently traverse on uneven terrain;
  - Frequently move objects up to 50 lbs and occasionally move up to 100 lbs;
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Operate mechanical equipment of varying lengths and widths;
  - Hear and see sufficiently to respond in a noisy fast-paced environment while meeting mandated safety standards;
  - Operate a motor vehicle.

WORKING ENVIRONMENT:

Work is primarily performed outdoors, in all types weather conditions. Work is occasionally performed indoors at a computer terminal or work desk. Adheres to applicable safety precautions while in the course of performing duties.The work involves moderate risks including working around moving equipment, high speed or high voltage equipment, exposure to irritant chemicals, confined spaces, and or on City streets and rights-of-way, in close proximity to roadway traffic. Employees may be required to use protective clothing such as coveralls, rain gear, hard hats, safety vests, masks, boots, goggles, gloves, or shields. This position requires continuous physical exertion.

EXPERIENCE & TRAINING REQUIREMENTS:

Traffic Worker I:

- High school diploma or equivalent.
- One year of experience or related training using hand and power tools and motorized equipment to perform manual labor required.
- Experience using computers.
- One year of experience in the repair and maintenance of small mechanical and/or electrical systems desireable.
- Specialized training in the repair of electronic devices and related small mechanisms desirable.
- Must secure and maintain the following certifications:
    - IMSA Work Zone Traffic Control Safety Certification or equivalent certification within one year of hire.

Traffic Worker II:
In addition to the experience and training requirements for Traffic Worker I:

- Two (2) years' experience as Traffic Worker I, OR three years equivalent experience performing manual and semi-skilled labor in the construction, maintenance and service work of facilities such as roadway signage, pavement markings, repair of electrical systems or similar.
- Must secure and maintain the following certifications, based on the requirements of the unit to which assigned with in one (1) year of promotion, transfer or placement to Traffic Worker II:

    Parking Controls:
    - International Parking & Mobility Institute (IPMI) Introduction to Parking, Customer Service and Conflict Resolution (Or equivalent IPMI courses at time completion)

    Roadway Lighting and Signals:
    - IMSA Roadway Lighting Level I

    Signs & Markings:
    - IMSA Signs and Pavement Markings Level I

Traffic Worker III:
In addition to the experience and training requirements listed above:

- Four years' experience as a Traffic Worker at the City of Bellingham, OR five years equivalent experience performing manual and semi-skilled labor in the construction, maintenance, and service work of facilities such as roadway signage, pavement markings, repair of electrical systems or similar.
- Must secure and maintain the following certifications, based on the requirements of the unit to which assigned, with in one (1) year of promotion, transfer or placement to Traffic Worker III:

    Parking Controls:
    - Certificate of Completion: Payment Station Software/Hardware Training

    Roadway Lighting and Signals:
    - IMSA Roadway Lighting Technician Level II

    Signs & Markings:

- IMSA Signs Level II, AND
- IMSA Pavement Markings Level II

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Valid Washington State driver's license and good driving record. Candidate considered for hire must submit an abstract of his/her driving records for the past three-years; with biennial submission of driving abstract to department, to be forwarded to Human Resources (Policy ADM 10.03.02.4).
- Ability to obtain and maintain Flagging/Traffic Control Card within one year of employment.
- Ability to obtain and maintain First Aid/CPR Card within one year of employment.
- Regular Employees with positions in the Traffic Worker series require the ability to secure a Commercial Driver's License within six months of initial hire and to maintain a valid CDL during length of employment.
- Positions may require Fork Lift Operator's Card within one year of employment.
- Must be able to report to Operations Division for emergency call-out in accordance with bargaining unit agreement.
- Failure to obtain appropriate certifications within established time limits will result in demotion to the lower classification for which qualified, until such time as the required unit certification is achieved.

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