



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: TRAFFIC ENGINEERING AIDE**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5730

**PAY RANGE CODE:** [04125](#)

**REVISION DATE:** 8/31/17

## **NATURE OF WORK:**

This is technical work collecting traffic engineering data through field investigation and making recommendations regarding the installation, repair, or replacement of traffic signs and street markings.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Conducts traffic studies for sight distance, traffic count, traffic flow, vehicle speed, stopping sight distance, vehicle gap, and parking usage.

Conducts field investigations, takes photographs and researches records, ordinances, and accident reports to determine whether street sections or intersections need traffic controlling devices installed, removed, or changed.

Inspects areas near school grounds to determine optimum placement for crossings, bus loading, stop signs, and speed limit signs.

Interprets design layouts and takes measurements on site to correctly place traffic markings and install devices.

Responds to complaints or questions, obtains additional information, and offers explanations for actions taken by the Traffic Division.

Meets with field crews to assist in the proper placement of traffic devices and markers.

Prepares reports and displays based on investigations, makes recommendations, and writes work orders.

Conducts computer research into incidence and types of accidents at particular street locations to identify needed changes.

Establishes detours, inspects detour signs and barricades, and makes recommendations for needed placement or changes.

Verifies the presence of signs at specific locations, locates missing signs and posts, and maintains a sign inventory record.

Prepares site plans for new and reconstructed streets for the future location of signs and other traffic control devices.

Issues approvals for contractors, utility companies, and other city departments to close or restrict streets; issues press releases announcing the closings or restrictions; inspects barricades at the sites and requiring changes as needed; and maintains records of closings and restrictions.

Selects sites; delivers, sets up, and programs electronic message boards to indicate street restrictions and closings.

Meets with individuals a city property lease for loading zones, writes orders for these designations, and prepares billing costs.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of materials and engineering methods applicable to vehicular traffic control.

Knowledge of the principals of algebra, geometry, and trigonometry as they relate to traffic engineering.

Ability to determine the best methods to control traffic at specific locations.

Ability to use assigned tools to make accurate measurements.

Ability to enter and retrieve computer stored data and to compile reports and compose correspondence based on that data.

Ability to prepare, read, and interpret sketches and diagrams.

Ability to determine priorities and effectively schedule daily work.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to stand or sit from 76 to 100% of the time; to push from 51 to 75% of the time; to bend and stoop from 26 to 50% of the time; and to climb, reach, balance, squat, kneel, pull, lift, and type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Two (2) years of experience in engineering work, such as land survey, drafting, or construction inspection.

### **SPECIAL QUALIFICATIONS**

Must be able to transport oneself or coordinate transportation to various job sites throughout the course of the workday.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed both indoors in office or industrial building settings and outdoors in all weather conditions, at times in and around traffic or in high places, amid conditions of noise, fumes, odors, and dust.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Distance Calculator

Slope Meter

High Reach Boom Truck

Magnetic Stake Finder

35mm Camera

Printer

Roll-a-Tape

Two-Way Radio

Time Lapse Camera

Hand Tools

Video Camera

Radar Gun

Computer

Reduction Copier

Calculator

Copier

Previous Revision Date(s): 3/25/93  
1/20/06