



Traffic Control Coordinator

Class code: 441

Employee Group: SEIU

Salary Range: 16

I. Position Summary

Under general supervision, to establish, set up, and maintain work zone traffic control signs and delineation; to coordinate traffic control flaggers and/or tasks in complex and large work zones; to operate light or medium automotive or other equipment in road construction and/or maintenance involving skilled or difficult operation; to assist and perform skilled manual tasks; and to perform related work as required.

II. Distinguishing Features

This is a journey level classification. Employees in this classification work within a framework of standard policies and procedures. This class is responsible to serve as a coordinator of other employees and/or tasks and for performing the more difficult and complex functions as well as acting as a resource to the entry level as assigned. However, it is not required that employees at this level operate all heavy and complex equipment as required at the advanced journey level. This class exercises specialized skill in the area of work zone traffic control, street maintenance, and construction.

III. Examples of Essential Position Duties

- Works with managers, lead employees, and safety staff to complete the design of complex work zone traffic control for large maintenance or construction projects.
- Completes, documents, and oversees the set-up, modification, and maintenance of simple to complex work zone traffic control for maintenance or construction projects.
- Under a manager or lead employee, serves as a coordinator over staff completing flagging operations on projects requiring complex work zone traffic control.
- Serves as a certified flagging instructor and conducts training to department personnel on proper traffic control techniques for flaggers and documents training. Issues flagging certification cards to trained staff.
- Reviews and stays current on work zone traffic control manual, Manual on Uniform Traffic Control Devices (MUTCD), traffic control standards, and related technical materials; applies state, federal, and local highway work zone and sign standards and requirements.
- Operates equipment such as multi-axle dump trucks, pup trailers, transfer trailers, rollers, brooms, sweepers, tractors, grinders, distributors, mowers, and culvert flushers.
- Drives and operates a multi-axle dump truck with trailer to haul, dump, and distribute construction materials.
- Operates striping equipment; paints stripes to line highway centers, fog lines, and channelizations to County roads. Completes routine maintenance and minor repairs of striping equipment.
- Loads and operates water tanker; applies water to road surfaces and ditches.
- Operates a front-end loader of more than one cubic yard capacity to move earth and rocks, fill trucks, clean ditches, and other operations.
- Assists in the repair of road and culvert washouts; schedules asphalt trucks for grind and inlay and blade patch crews; calculates asphalt for dig out excavations.

- Operates crack filler melter to heat asphalt, maintains proper temperature and circulation; transports; rakes hot asphalt; uses distributor to complete fog seal and blade patch operations.
- Plows ice and snow from roadway; sands ice or packed snow on roadways; removes hazardous spills; drives sand truck to complete de-icing applications.
- Excavates culvert beds; lifts and loads culverts onto truck using forklift; shoots grade for culvert installations; uses culvert flusher to clear debris.
- Uses power broom to perform shouldering work, cleans intersections, and removes debris from roadway.
- Operates self-propelled road roller in hot mix asphaltic patches, chip seal, and gravel road operations.
- Uses asphalt patch truck in cold mix applications; fills potholes; repairs deteriorated areas of asphalt.
- Makes minor equipment repairs; prepares vehicle maintenance reports; submits to supervisor.
- Installs and maintains sign posts, signs, delineator, pavement markers, and other traffic control devices.
- Conducts pre-shift safety and maintenance inspection of equipment to be used.
- Completes and routes requests to locate underground utilities, orders road signs, and has hazardous conditions and vegetation removed.
- Prepares variety of written and computer records, forms, and logs to assist in the inventory maintenance of signs, document materials used, and track jobs completed for reimbursement.
- Responds to and completes emergency traffic control.
- Responds to public inquiries concerning road maintenance and report work; provides directions and information as required.
- Adheres to best management procedures that pertain to water quality and threatened and endangered species protection.
- Acts as a mentor and trainer for other department personnel.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies, and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires knowledge of work zone traffic control techniques, materials, standards and laws. Requires knowledge and use of principles and best practices of work zone safety. Also requires the operation of motor equipment and methods and materials used in road maintenance. Requires knowledge of road signing and traffic line painting procedures. Requires ability to safely operate motor equipment, including but not limited to, under adverse and hazardous conditions and weather; perform specialized manual work; prepare simple records, logs and reports; instruct and provide work direction to others; conduct effective, accurate, and informative training; communicate effectively, both orally and in writing; demonstrate leadership, influence, and be a self-starter and team player; be tactful with internal and external customers; demonstrate excellent organizational and troubleshooting skills; schedule and

prioritize work when presented with multiple tasks; be detailed oriented; establish and maintain cooperative working relationships with those contacted in the course of work; use basic arithmetic to make basic calculations related to assigned work; follow oral and written instructions; read and understand a variety of maintenance reports, logs, and manuals, purchase orders; use a variety of construction related tools and supplies; and interpret and provide information and assistance to the public as required.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to completion of the twelfth grade AND two years of work related experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

- Possession of an Oregon Traffic Control Supervisor (TCS) within six months of appointment.
- Possession of an Oregon work zone flagger “Train-the-Trainer” certification within one-year of appointment.
- Possession of an Oregon Flagger Certification card.
- Possession of a current, Class "A" Commercial Oregon Driver’s License and an acceptable driving record.
- Ability to demonstrate adequate proficiency in equipment operation.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull, or otherwise move objects and to stoop, crouch, climb and lift in performance of manual labor; operate a variety of tools, equipment and vehicles used in performance of daily tasks; ability to perform assigned work in a safe manner.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, heat, cold, humidity, hot oil, asphalt, chemicals, traffic hazards, biohazards noxious plants and wildlife. May include exposure to disruptive people. Requires driving.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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