

CITY OF SALINAS

SENIOR ENGINEERING TECHNICIAN (Traffic)

BARGAINING UNIT/CLASS CODE:

SMEA / G06

DEFINITION

Under general supervision, to perform complex engineering drafting and related technical work in a wide variety of public works projects; to perform paraprofessional traffic engineering tasks; and to serve as a leader of an engineering traffic subsection.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey level class and is distinguished from the engineering technician series by the performance of the more complex activities of the non-professional engineering class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Civil Engineer. Exercises functional supervision over lower level engineering aides or traffic student interns.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Prepare various traffic engineering preliminary plans and minor engineering projects; review plans, specifications and estimates. Coordinate all traffic-related school program issues to include requests for crossing guards and warrants; school signs and markings; recommend route for school maps. Perform research, drafting, blue-print reproduction, and calculations. Prepare reports to be provided to the Traffic and Transportation Commission and City Council. Prepare drawings/diagrams, aerial mylars, charts, summary reports, visual displays for presentations. Prepare diagrams, measurements, traffic counts, and conduct necessary studies/research of traffic problem areas. Coordinate with Engineering/Construction for field inspection and final approval of pavement markings and signs. Prepare collision diagrams/accident summaries on traffic problem areas. Monitor and process citizen complaints and requests for sign and marking issues. Supervise, schedule and conduct traffic volume counts, turning movement counts, pedestrian counts and radar survey studies. Prepare performance agreements and performance reviews for assigned personnel. Participate in the preparation, filing and retrieval of a variety of traffic engineering maps, documents and records. Attend staff meetings regarding public works traffic and utility matters. Make field checks of sites to verify conditions or features. Assist in the coordination of office and field engineering tasks with other City departments and outside agencies. Prepare a variety of special engineering related reports and studies. Respond to inquiries from developers, contractors, and the general public. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, fine detailed plans and distinguish between different colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment; occasional work walking on uneven surfaces physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
SENIOR ENGINEERING TECHNICIAN (TRAFFIC) (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, standing at a counter for long periods of time bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional outdoor work walking on uneven surfaces in all weather conditions.

QUALIFICATIONS

Knowledge of:

Methods and techniques of engineering design, investigation, drafting and estimating. Principles and practices of civil engineering as performed by a paraprofessional engineering position. Engineering drafting. Proper location and conformance of traffic control devices with standard practices. Traffic volume and speed equipment. Methods and materials in the construction of public works facilities as related to traffic. Policies and regulations governing the construction, extension and maintenance of systems and facilities associated with areas of traffic. Mathematics. Operation of personal computers.

Ability to:

Perform technical research and provide reliable staff support for work on engineering projects. Communicate clearly and concisely, orally and in writing. Perform engineering calculations with speed and accuracy. Prepare complete plans and estimates of traffic projects. Understand and follow oral and written directions. Supervise and train student interns and/or engineering aides. Establish and maintain effective working relationships with others. Prepare concise, comprehensive, and accurate written reports and correspondence. Facilitate the work of others. Prepare traffic flow diagrams. Categorize traffic accidents into different types. Use and care for engineering and drafting instruments and equipment. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Effectively organize task, plan time, and meet deadlines.

Skills:

Use of computer software programs (i.e. word processing, spreadsheet, Autocad, etc.) Assist with the preparation of plans, drawings, specifications, diagrams and sketches pertaining to traffic projects. Operate drafting and design equipment related to traffic, development and related project assignments.

License or Certificate:

A valid California (Class C) Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, abilities required to perform the duties would be any combination equivalent to graduation from high school, including or supplemented by courses in drafting, and trigonometry plus four (4) years of experience in engineering drafting, surveying and traffic.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 1-97, REV: 10-06