

Hendricks County **Job Description**

Title: Highway & Traffic Safety Technician

FLSA Status: Exempt

Department: Engineering

Pay Band: OSS 2

Supervisor: Assistant County Engineer

PURPOSE OF POSITION:

Conducts traffic studies and highway safety evaluations, investigates and approves utility right-of-way permit applications and monitors related construction activities for conformance. Enters mapping graphics in computer system and oversees implementation of highway striping and signage program.

ESSENTIAL FUNCTIONS:

- Conducts traffic studies regarding turn movements, sign placement, traffic flow and other variables.
- Makes recommendations in accordance with state and federal guidelines for hazard elimination and safety features.
- Constructs and organizes mapping database in computer drafting system.
- Reviews utility right-of-way permit applications, approves or determines construction and installation methods, inspects sites and monitors related construction after the permit is approved. Performs follow-up inspections for bond release.
- Oversees implementation of highway striping and signage program, including preparing drawings showing sign placement, directing highway department employees on the installation of signs and maintaining striping log, preparing bid packages and directing striping contractors.

NON-ESSENTIAL FUNCTIONS:

- Performs related duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High School diploma or GED
- Proficient computer skills
- Ability to attend traffic safety training
- Working knowledge of construction practices, right-of-way permit requirements and traffic control regulations
- Ability to obtain and maintain an Indiana Driver's License
- Ability to effectively and tactfully deal with other people

- Ability to communicate well, both verbally and in writing

RESPONSIBILITY:

Incumbent works independently using regulations and ordinances as a guide to perform duties. Some judgment is required when making recommendations for traffic control, but major deviations from normal procedures are directed to the Assistant County Engineer or County Engineer. Errors in work are usually discovered by occasional checks and errors can cause substantial inconvenience to contractors and the public and cause safety and liability problems on road intersections.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, engineers, contractors, governmental agencies and the general public for the purpose of communicating factual information and ensure compliance with regulations

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work varies from office environment to field. There is some heavy lifting with occasional standing, bending, and carrying. At times, required to work under inclement weather conditions with little or no protection.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Highway & Traffic Safety Technician in the Engineering Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name