

City of Rapid City Job Description

Job Title	Traffic Engineering Technician		
Job Code:	TNPT	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	4/17/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for performing traffic and transportation studies, collecting field data, performing calculations, and preparing reports.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs manual and machine traffic counts, turning movement counts, speed studies, origin/destination surveys, time travel studies; maintains data and prepares related reports.
- Conducts and coordinates warrant studies and inspections for signing, crosswalk locations, and speed limits in school zones.
- Collects data for warrant studies for roadway signs, traffic and pedestrian signals and crosswalks.
- Compiles and maintains motor vehicle crash database to identify crash trends on the City's road system and within the Metropolitan Planning Organization area.
- Conducts annual inspections and maintains records on all railroad grade crossings, including sight distance, signing and signalization, crash, and grade crossing pavement type and condition.
- Assists the Traffic Engineer in the preparation and analysis of related data for variety of traffic studies and reports.
- Assists the Traffic Engineer in responding to citizen inquiries regarding traffic safety and operations.
- Coordinates traffic data collection activities with the State Department of Transportation.
- Coordinates traffic operations activities with the Police Department's safety functions.
- Maintains, programs, and deploys portable changeable message signs and driver feedback radar speed trailers.
- Provides traffic related information to various community organizations.

Qualifications:

Education and/or Experience:

Associate's degree or equivalent from two-year college or technical school and five years related experience and/or training in traffic engineering or traffic safety with emphasis on math and computer application; or High school diploma and seven years experience in engineering technician work. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.