TO: ALL CITY OF MONROE DEPARTMENTS

FROM: Kim Golden, P. E., City Engineer

DATE: May 18, 2021

SUBJECT: JOB OPENING – TRAFFIC CONTROL MAINTENANCE TECH I

A position is being opened in the Engineering Department for a Traffic Controls Maintenance Technician I. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, the position will be opened to the public on 6/14/2021.

Notice to Internal Applicants: All City work records, and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

JOB TITLE: Traffic Control Maintenance Tech I

Job Class No. 4352

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)

Under the direct supervision of the Foreman - Traffic Control Maintenance and/or the Traffic Superintendent, this position requires the installation, maintenance and repair of traffic control devices including sign, barricades, barrels, and pavement markings. This is an entry level position for the purpose of traffic control maintenance in the Traffic Engineering Division.

FLSA DESIGNATION: Full time -Non-exempt. THIS POSITION SHALL BE INCLUDED IN THE WEEKLY ROTATION FOR CALL-OUTS. THIS POSITION SHALL BE PAID FOR ACTUAL CALL-OUTS AND OVERTIME WITH DOCUMENTATION.

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

Repairs, maintains, and Installs traffic control devices and equipment throughout the City. Also required to assist in the timely and safe Installation, maintenance and removal of traffic control devises such as barrels and barricades. Assists in maintaining Inventory of stans, posts, barricading devices, pavement markings. Assist In vegetation control including trimming, cutting, and clearing brush, grass, trees, and limbs. Assists in the care and maintenance of work vehicles, trailers, and other equipment.

Shall cross train and be knowledgeable about all parts of the division. May be called upon to temporarily assist the operation of the other Engineering Department crews, the operation and maintenance of the Traffic Engineering office and facilities and other duties may be assigned.

CALL OUTS AND OVERTIME: The regular job duties of this position include being in the weekly rotation to have the duty phone and be “On Call” and available to report for duty during times outside of regular business hours, which include times before and after regular work hours of the Traffic Engineering Division and also weekends and holidays. When “On Call” this position shall maintain availability for a 30-minute response time. THIS POSITION WILL BE PAID FOR ACTUAL CALL-OUTS AND APPROVED OVERTIME WITH DOCUMENTATION.
Must have and maintain a sincere desire to provide safe, courteous, and effective service to the public we serve. Must prepare weekly written reports of activities and work well with all other departments and divisions of the City of Monroe.

This position shall perform such other duties as may be assigned from time to time by the City Engineer or Traffic Superintendent.

**ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** High school diploma or GED or the ability to obtain a GED.

**KNOWLEDGE, SKILLS, ABILITIES, EXPERTISE, COMPETENCIES:** Must be able to understand and follow simple oral and written Instructions and prepare written daily reports of activities. Must be able to operate post driver, post puller and post straightener. Must be able to use hand tools, pop rivet gun, air compressor, jack hammer and ascending and descending ladder. Must be able to operate trimming shears, saws, and trimmer. Will be called on to assist loading and unloading of equipment and supplies and to assist in performing maintenance and repairs on said equipment. Must be able to operate equipment including a pickup truck, winch, lift, jack, and other equipment for loading. Must be able to load flatbed and other trailers safely and effectively. Must be able to operate trucks and other equipment safely and effectively pull trailers of various sizes and configurations in loaded and empty conditions.

Must have or be able to obtain a thorough working knowledge of the MUTCO (Manual of Uniform Traffic Control Devices), including up to date knowledge of current procedures relating to traffic control devices, barricading procedures, pavement markings and equipment, paint striping equipment and procedures used in pavement striping in streets, parking lots, handicap ramps, etc.

Maturity, good reasoning skill. Physical stamina, manual dexterity, eye-hand-foot coordination; spatial and form perception and ability and willingness to follow instructions. Pleasant personality and ability to communicate with the public. Punctual and dependable with good attendance and work habits.

**TRAINING:** MUST HAVE two (2) years of experience in related work and proven references as to work related habits including safety. Will be required to attend, and satisfactorily complete work-related training and certification courses as assigned by the Traffic Superintendent. MUST HAVE three (3) year accident-free experience in operating or driving light equipment trucks and hauling trailers with a good driving record.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:** Works mostly outside in various weather conditions, and exposed to noise, dust, dirt, unpleasant odors, gases and requires standing, bending, crawling and moderately heavy lifting.

**LICENSES AND CERTIFICATIONS:** A valid State of Louisiana Driver’s License and have a clean, insurable driving record.