

Title: Traffic Engineering Aide
PG: 24
Status: Civil Service
Position Reports to: Traffic System Operator
Department: Public Works

Class Code: 5019
Date: 3/09

GENERAL DESCRIPTION OF CLASS:

This is an entry level position for Traffic Engineering Studies in assisting on traffic engineering projects and related activities. Work involves assisting and performing traffic counts, speed and volume data collection and related field studies. This position is responsible for inputting and maintenance of the traffic crash database and works closely with the Lakeland Police Department in providing reports and data that is pertinent to their accreditation program. This position will perform crash analysis and diagrams to the manager that will be used by FDOT, LPD and city Traffic Engineer. Employee frequently works in proximity to vehicular traffic requiring skill and care to protect the employee and others from injury.

ESSENTIAL FUNCTIONS:

1. Inputs traffic crash data into computer.
2. Maintains the division's traffic crash database.
3. Performs detailed crash diagrams for analysis
4. Liaison for Lakeland Police Department involving crash data.
5. Performs operational studies of vehicle speed and volume.
6. Performs traffic turning movement counts.

ADDITIONAL RESPONSIBILITIES:

1. Functions as backup for payroll.
2. Assist in inputting work orders.
3. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of basic mathematics.
2. Ability to understand and follow oral and written instructions.
3. Ability to learn a wide variety of technical tasks under instruction.
4. Ability to establish and maintain effective working relations with supervisor, co-workers, other City employees and general public.
5. Knowledge of basic personal computer operations, i.e. word processing and spread sheet utilization.
6. Ability to perform semi-skilled work both indoors and outside.
7. Ability to endure frequent exposure to heat, cold and noise.

WORKING ENVIRONMENT/CONDITIONS

Requires manual labor work that involves walking or standing some of the time, exerting up to 25 pounds of force on a recurring basis, and routine keyboard operations.

The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and vehicular traffic.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.

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SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid State of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.