

## ASSISTANT TRAFFIC BARRICADING COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** An Assistant Traffic Barricading Coordinator performs a variety of assignments involving public contact work related to temporary traffic control. This position is responsible for coordinating, planning, and advising on temporary traffic control for construction projects, maintenance operations, and special events. Work will involve processing applications from the public and City departments and contractors requesting temporary traffic control permits for special events, construction projects, maintenance operations, or road closures including reviewing the traffic control plans for accuracy to ensure compliance with the City of Mesa Traffic Barricade Manual and Manual on Uniform Traffic Control Devices and issuing permits; monitors and conducts on-site inspection of temporary traffic control for construction projects and special events to ensure compliance with temporary traffic control principles, procedures, and provisions specified in the Temporary Traffic Control Permit; directs barricade company, contractor, or City staff on corrective action to take; responds to public inquiries regarding permit applications and provides information on what is required such as special event licenses, fees, traffic controls plans, etc.; represents Traffic Engineering with respect to temporary traffic control in meetings with contractors, barricade company staff, and City staff when one of the Traffic Barricading Coordinators cannot attend. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Traffic Barricading Coordinator class by the latter's more complex work related to temporary traffic control work. Minimal supervision is received from the Traffic Engineer with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Graduation from high school or GED. Good (1 - 3 years) experience in traffic control barricading, or experience in a paraprofessional technical or higher-level traffic or civil engineering work. Experience must include extensive public contact work.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must possess an American Traffic Safety Services association (ATSSA) Traffic Control Technician Certification within 18 months of hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Certification as an ATSSA Traffic Control Technician or ATSSA Traffic Control Supervisor is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, management, contractors, and public officials at special event and construction or maintenance project coordination meetings, and on job sites advising in regards to traffic barricade plans and procedures and traffic controls in the field; responds to inquiries and complaints; and directs contractors, barricade company staff and City staff on corrective action when necessary. Prepares written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar, in order to document traffic control plans, inspections, and ensure compliance. Presents technical information clearly, both verbally and in writing at a level appropriate to the audience.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operation procedures of City of Mesa policies, Manual on Uniform Traffic Control Devices and the City of Mesa Traffic Barricading Manual. Inspects, monitors, and/or evaluates information and objects relating to temporary traffic control at construction sites affecting traffic flow and street access. Monitors traffic control setup transition and takedowns at special events to determine compliance with prescribed safety or other standards, regulations, guidelines, Manual on Uniform Traffic Control Devices and the City of Mesa Traffic Barricade Manual. Distinguishes colors to ensure correct signs and other traffic control devices are being used. Detects traffic sounds when working near moving traffic such as traffic warning devices when working around moving equipment. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various sites and locations to conduct field inspections and attend coordination meetings. Prepares and/or updates maps and schedules in order to coordinate construction projects to eliminate conflicts in City right-of-way and to provide notice to the public about scheduled street restrictions. Sets up and/or removes barricades and traffic cones to provide temporary traffic control for special events or to address immediate traffic control needs observed on field inspections. Meets scheduling and attendance requirements.

**Mental:** Prioritizes own work to complete customer inquiries regarding traffic control. Develops and/or updates the Temporary Traffic Control policies and procedures. Performs mathematical calculations and computations to determine appropriate warning sign location and taper length requirements. Understands blueprints and schematic drawings to determine appropriate temporary traffic control for a project. Analyzes job and event site conditions and layout with respect to traffic to determine appropriate temporary traffic control. Evaluates traffic flow and temporary traffic control at job and event sites to determine effectiveness and appropriateness, and determine what if any changes should be made.

### **Knowledge and Abilities:**

Knowledge of:

the symbols and terminology used in engineering drawings;  
traffic laws and regulations pertaining to traffic control;  
Manual on Uniform Traffic Control Devices; and  
City of Mesa Traffic Barricade Manual.

Ability to:

present technical information and ideas in an easily understandable manner when communicating with individuals with little knowledge of traffic barricading;  
prioritize daily work assignments;  
inspect projects in progress to ensure conformance to specifications;  
resolve barricading problems and questions presented by the general public, contractors, or City employees;  
provide traffic control advice and assistance to other City departments and the general public regarding barricading for operations, maintenance, construction, or special events; and  
establish and maintain effective working relationships with management, coworkers, and representatives from other City departments, utility agencies, barricade companies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS4513.DOCX

EEO-Para

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

INCREMENTS 62-200

PAY GRADE: 46

SECURITY-No

CDL-No

IND-5506

JOB FCTN-TEC

SWORN-No