



CITY OF MONROE ENGINEERING DEPARTMENT

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To: All Department Heads
From: Sinyale Morrison, City Engineer *SM*
Date: **August 30, 2010**
Subj: Job Opening- Traffic Controls Maintenance -Technician I

A job opening exists in the Engineering Department for a Traffic Controls Maintenance-Tech I. If a current City Employee has not filled this position by September 15, 2010 it will be open to the public.

TRAFFIC CONTROLS MAINTENANCE – TECH I

DEFINITION

Under supervision of the Traffic Controls Operations-First Class and/or the Supervisor of Traffic Control Operations, the Traffic Controls Maintenance Technician I will assist in the installation, maintenance, and repair of all traffic signs, barricade devices. Will assist in pavement markings application, removal, and use of all related equipment. This is the entrance level position for the Traffic Controls Operations of Traffic Engineering Division.

EXAMPLES OF DUTIES

Must be able to understand and follow instructions and prepare written daily report of activities.

Must be able to operate post driver, post puller, and post straightener. Also requires using hand tools, pop rivet gun, air compressor, jack hammer and ascending and descending ladder, as may be required to assist in the installation, maintenance and removal of traffic control devices. Required to trim vegetation operating 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. May be called on to assist in the operation of other Engineering Department crews.

Assist in maintaining inventory of signs, barricading devices, pavement markings and become familiar with the operation of paving marking equipment.

May be required to be in an "On Call" status to report for duty during other than normal working hours. If placed "On Call" a thirty (30) minute response to job site is required.

Must maintain a sincere desire to provide a safe, courteous, and effective service to the public we serve.

LICENSE

MUST maintain a valid Louisiana State Driver's license at all times.

MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities:

Skilled in operating hand tools and mechanical equipment, installation and maintenance of traffic signs and application of pavement markings. Ability to understand and follow instructions and to prepare a required written daily report of activities.

Must obtain a working knowledge of the MUTCD (Manual on Uniform Traffic Control Devices).

Training and Experience

One year experience in related work and proven references as to work related habits. Will be required to attend and satisfactory complete all work related training and certification courses as assigned by the Traffic Superintendent.

Some experience in operating or driving light equipment trucks and have good driving record. This position is also called upon to participate as member of the Pavement Markings crew. Knowledge of equipment and clean-up procedures is desired.

Working Conditions and Physical Requirements

Physical stamina, manual dexterity, eye-hand foot coordination is necessary for all jobs in Traffic Engineering. Examples: Use of pole driver is a necessary part of sign installation and climbing ladders is often necessary in the maintenance of signs.

New applicants will be required by the City of Monroe to pass a drug screening test prior to hiring. Inter-departmental applicants may be requested to take a drug screen test prior to approval of promotion or random drug testing, as the City of Monroe deems necessary.

Most work is done outside in all kind of weather being exposed to noise, dust, dirt, unpleasant odors, gases and chemicals relative to procedures in the Traffic Engineering Division. Also requires standing, bending, crawling and moderately heavy lifting.