



CITY OF MONROE ENGINEERING DEPARTMENT

3901 JACKSON STREET • MONROE, LA 71202 • (318) 329-2598 OFFICE • (318) 329-2892 FAX

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.

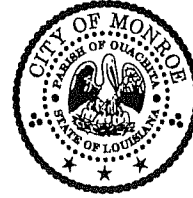
Some experience in operating or driving light equipment trucks and have good driving record. This position is also called upon to participate as member of the Pavement Markings crew. Knowledge of equipment and clean-up procedures is desired.

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.



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To: All Department Heads

From: Sinyale Morrison, City Engineer *SM*

Date: ~~August~~ 30, 2010

Subj: Job Opening- Traffic Signal Technician II

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

TRAFFIC SIGNAL TECHNICIAN II

DEFINITION

Under supervision of the Traffic Signal Foreman and/or the Supervisor of Traffic Engineering Division, the Traffic Signal Technician II is the second level to which positions are allocated for the installation, maintenance and repair of traffic signals. This second level may be achieved in one of two ways. First, by receiving Tech II status certification issued by IMSA following advanced study and testing. Second, by advancing through the ranks, following a minimum of three (3) years of continued service on Signal Maintenance Crew, along with completion of necessary certification and continued studies and demonstrating dedication to the department and the public we serve.

EXAMPLES OF DUTIES

Traffic Signal Technician II is subordinate to the Crew Leader and Foreman of Traffic Signal Maintenance and the Traffic Superintendent. Work activities involve, but are not limited to the following: assembling, adjusting and testing new traffic signal parts and other traffic control devices and materials. Helps train Traffic Signal Tech I; may be placed in charge of work vehicles; assists with cable installation, set poles, works with electrical and solid state equipment.

The Traffic Signal Tech II will be on a rotating 24 hour "on-call" status for the purpose of repairing, replacing, or installing traffic control devices for the safe movement of the public during times other than normal working hours. If placed "on-call", a 30 minute response to job site is required.

May be required in operation of the Endom Bridge and assist in the maintenance of the bridge.

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

May be called on to assist in the operation of other Engineering Department crews and/or the operation and maintenance of the Traffic Engineering office and facilities, and other duties as may be requested or assigned to the Traffic Engineering Division.

LICENSE

MUST maintain a valid Louisiana Motor Vehicle operator's license.

MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities:

Working knowledge of electrical procedures and the ability to read understand and apply electrical circuitry. Ability to operate hand tools, thorough knowledge of maintenance crew procedures and techniques. Ability to understand and follow instructions and to prepare written activity reports. Physical stamina, manual dexterity, eye-hand-foot coordination are necessary, as well as a willingness to follow instructions.

Will be required to prepare work order forms and written daily reports and turn in to supervisor within 24 hours of performed work or the next regular scheduled work day. These reports must be legible and may be required as part of testimony in court.

Training and Experience

Two years training and experience as Traffic Signal Technician I or equivalent in related field.

Demonstrated leadership qualities and ability to perform assigned tasks.

Basic computer knowledge preferred.

Thorough knowledge of the Manual on Uniform Traffic Control Devices, issued by the U.S. Department of Transportation, Federal Highway Administration.

Must have satisfactorily completed the requirements to be a "Certified Traffic Signal Technician I", through course attendance offered by an approved organization such as I.M.S.A. (International Municipal Signal Association).

Will be required to attend and satisfactorily complete all training courses assigned by the Traffic Superintendent.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

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

Most work is done outside in all kinds of weather; is exposed to noise, dust, dirt, unpleasant odors and gases; and requires standing, bending, crawling and moderately heavy lifting. Operation of the Aerial truck involves heights, balance and coordination.