Job Title: Traffic Operations Worker II

Department: Public Works

Immediate Supervisor: Streets Maintenance Foreman

Origination Date:	**07/01/2001**
Revision Date	**07/01/2008**
Job Grade	**804**
FLSA Status	**Non-exempt**

BRIEF DESCRIPTION OF THE JOB:

Maintains a database to track inventory of signs, equipment, and vehicles. Operates heavy construction equipment to clean roadways and to maintain and repair traffic control devices and city streets. Maintains traffic control markings including crosswalks, turn arounds, traffic lines, etc. Conducts sign installation and maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Monitors inventory of street signs, parts and equipment, traffic signals, pavement repairs, and bridges by taking measurements, collecting characteristics of inventory, testing reflectivity of signs, bar-coding signs and equipment, using scanner to find signs in database, using mapping software, entering work orders into the system, creating reports and downloading records. Installs and maintains all City owned street signs and pavement markings.
2	H	Assists in maintaining roadways by operating a street sweeper to clean spills, maintaining and installing street signs, filling potholes, performing right of way weed control, and painting pavement markings.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Class "A" Commercial Driver's License with Tanker Endorsement, IMSA Work Zone Signs & Marking Levels I & II, and Workzone certification.
Reading	Work requires the ability to read work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, and work orders.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment
Walking	☐ N ☐ R ☒ O ☐ F ☐ C	☐ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Desk work ☐ Meetings ☒ Driving
Reaching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ For supplies ☐ For files
Handling	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Under equipment ☐ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☐ R ☐ O ☐ F ☒ C	☐ File drawers ☒ Equipment ☐ Tables and chairs ☒ Hoses
Climbing	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Stairs ☒ Ladders ☐ Step stools ☒ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Reading ☐ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ On ladders ☒ On equipment ☐ On step stools
Bending	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☐ Making repairs
Crouching	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☐ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Rake, shovel, jack hammer, cement mixer, asphalt saw, roller, crack seal, upright tamper, vibratory plate tamper, 1 ton dump truck,
Air compressor, fork lift and concrete saw.

Computer Equipment and Software:

Computer, Lotus Notes.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☒
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☐	☐	☒
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☒
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☐	☐	☒

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☐	☐	☒
Chemical hazards	☐	☐	☒	☐	☐
Electrical hazards	☐	☒	☐	☐	☐
Fire hazards	☐	☒	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☐	☒	☐	☐	☐
Physical danger or abuse	☐	☐	☐	☐	☒
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☐ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify)

Protective Equipment Required:

Hard hat, gloves, hearing protection, eye protection, steel toe boots.

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☒ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☒	☐	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.