

Title: Traffic Operations Specialist	Effective Date: January 7, 2020	Grade: XI	Job Category: Technician
Prior Title: Traffic Designer	Prior Effective Date: June 24, 2017	Grade: XI	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direction of the Traffic Operations Supervisor, this position is responsible for evaluating traffic operation studies; reviewing and inspecting: traffic control devices, work zone traffic control, channelization; interpreting standards and guidelines; and providing assistance to city, county, and public officials.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Analyze and evaluate roadway conditions and data resulting in recommendations for improvements in traffic signal operations.
- Attend meetings with local government officials concerning traffic operations.
- Meet with the public to discuss local traffic issues.
- Utilize traffic modeling software to develop signal and coordination timing.
- Program traffic signal controllers manually and by remote computer interface.
- Conduct infield maintenance reviews and new project inspections.
- Maintain asset database and assist in annual audits.
- Maintain Traffic Control Device database and documentation system.
- Prepare weekly project status reports.
- Conduct and prepare traffic operation audit reports.
- Program, install, troubleshoot computer network equipment, cellular routing equipment, etc.
- Use testing and repair equipment, such as DVM, TDR, NEMA signal controller tester, Ground Resistance Meter, Mega Ohm tester, soldering station, utility locator, etc.
- Assist with ITS (Intelligent Transportation Systems) program.
- Assist with LMR (Land Mobile Radio) program.
- Deploy and maintain camera trailers where directed.

MINIMUM REQUIREMENTS

Education and Experience: The educational equivalent of an associate's degree from an accredited college or university in computer science, applied electronics or related field or the educational equivalent to a diploma from an accredited high school plus two years of programming traffic signal controllers or related experience. Advanced training in traffic engineering work with a knowledge of standards and guidelines (Manual on Uniform Traffic Control Devices (MUTCD), state policy on geometric design of highways and streets, etc.) used in traffic engineering.

Knowledge, Skills and Abilities: Ability to work with citizens and public officials on highway related matters. Ability to communicate both orally and in writing. Intermediate computer skills. Basic math skills. Knowledge of Microsoft Office products, especially Word, Excel and Outlook.

Physical Requirements: Ability to stand and walk for extended periods. Ability to climb up and down hills and grades as well as in and out of vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation.

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Working Conditions: Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust and fumes. Frequent statewide travel ('Frequent statewide travel' for this position means overnight travel six times per month depending on project locations).

Licenses, Registrations and Certifications: Valid driver's license. CDL preferred. IMSA (International Municipal Signal Association) Level 1 license preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

