# JOB DESCRIPTION

**Date Prepared:** 2005

Revised March 2019

**Position Title:** Traffic Control

**Department:** Public Works

**Supervisor:** Public Works Assistant Director

**Position Overview:** A temporary position held within the Road Maintenance Department of Morrow County. Under the limited supervision of the Assistant Public Works Director, sets up and assists all traffic control and work zones for each department within Morrow County. Responsible for the intersection and verification of traffic control as per Traffic Control Training.

# Resources Influenced:

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** 0

**Working Environment:** Work is performed at either the South or North of all Morrow County road system.

# Qualifications:

* Education - High School diploma or equivalent; 18 years of age or older;
* Required to possess or obtain the certification from traffic control training course.
* Must possess a valid driver’s license
* Equipment used - Vehicle to and from work site.
* Knowledge, ability and skill to identify problem, solve with respect to a wide variety of traffic situations.
* Ability to learn safety rules and regulations, and safety standards in traffic environments.
* Ability to respond to emergency "call outs" at any time of day or night.
* Ability to meet and greet the public in a courteous, polite and professional manner.
* Ability to learn and implement county procedures, regulations and requirements.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.

# Essential Job Functions: Physical:

1. Work outside in all types of weather and elements.
2. Walk throughout the entire road way, including temperature extremes, during day and night shifts.
3. Employee occasionally works near moving mechanical parts and is occasionally exposed to wet and /or humid conditions, fumes.
4. Perform Traffic Control and Flagging as needed following safety rules and regulations on all work zone and flagging sites, including placing signs, barricades, traffic cones and other warning devices. Duties may vary according to job assignment.

The traffic control duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED: Knowledge of:

• County policies and procedures.

• Techniques of traffic control.

• OSHA safety rules and regulations, and safety standards in hazardous traffic environments.

• Federal and state safety laws and regulations. Skills in:

• Safe and efficient operation and maintenance of pickup trucks, flatbed trucks as well as miscellaneous hand-held tools according to standard operating and safety procedures.

• Following safe work practices.

• Establishing and maintaining effective working relationships with co-workers.

• Following verbal and written instructions.

# Mental:

Ability to read English.

Ability to establish and maintain effective working relationships with employees, contractors, other departments and the public.

Ability to follow written oral instructions; ability to communicate effectively, both verbal and in writing.

# Job Duty Outline:

Performed primarily outdoors. Work is required in construction sites, or public works facilities. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.