

# Traffic Engineering Technician

Public Works TRAFF001452

- Full-Time
  - On-site
  - Hourly Range: \$30.11 USD to \$40.66 USD
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## • Locations

PW Service Center  
4175 N. Castleton Court  
Castle Rock, CO 80104, USA

## Job Details

### Description

*This posting will remain open continuously until filled.*

The Town of Castle Rock's future and the quality of that depend on the choices we make today. Do you want to be part of a team that make decisions that work now while preserving and protecting Castle Rock's identity and quality of life for the future? We value teamwork, cooperation, and quality communication. We strive to provide exceptional public service to our customers and encourage creativity and innovation. We welcome all that share those values to apply.

Working for the **Town of Castle Rock** includes:

- The opportunity to make a difference in our community
- Career Advancement Programs
- Employee well-being program
- Competitive total compensation with an excellent benefits package
- Free membership to the MAC or Recreation Center
- Public Student Loan Forgiveness eligible employer

The **Traffic Engineering Technician** position reviews and coordinates traffic control plans, manages information in the traffic crash database, performs traffic signal work, provides customer service related to traffic issues, and maintains the school beacon

program. They will perform duties in a manner consistent with the stated values of the organization.

### **Essential Duties & Responsibilities:**

- Reviews all traffic control plans submitted by contractors, developers and other Town departments to ensure compliance with engineering standards prior to work within the public right-of-way; coordinates regularly with Community Relations on communicating lane/road closures/detours to the public; performs inspection in the field of Town-deployed traffic control to ensure that the proper devices are being used and properly placed to provide a safe environment for the general public. May create traffic control plans for other Town departments
- Coordinates planned work zones throughout Town to prevent overlap. Leads traffic control update meetings for Town staff. Coordinates between contractors and Town inspectors for planning traffic control and addressing compliance issues. Maintains the GIS interactive map of street/lane closures
- Participates as a community events team member, working collaboratively with other members regarding proposed events. Provides guidance and support regarding closures, necessary traffic control, and operational plans. Participates in setup and take-down of traffic control for Town and partnered events
- Manages information in the traffic accident database. Monitors and evaluates crash reports for correct information and enters into database. Retrieves queries and reports. Assists with analysis of data and preparation of the annual crash report to identify safety issues around town in need of correction
- Manages information for traffic count database. Uploads data to interactive GIS map for Town webpage. Collects and reviews traffic data including traffic counts, multi-way stop and signal warrant studies
- Trouble-shoots traffic signal operation complaints and issues as requested by the Traffic Operations Engineer, and performs basic repair work in the field. Schedules traffic signal repair and installation work with contractors as requested by the Traffic Operations Engineer. Assists with traffic control operation programming
- Maintains the school zone beacon program. Coordinates with the school district regarding bus routes and with each elementary and middle school within Town annually to ensure proper beacon scheduling. Utilizes software to perform beacon scheduling and reviews operation history, as well as documents beacon performance ratings. May perform field work to repair beacons as needed. Oversees the repair and scheduling of contract work on beacons as needed
- Responds to customer service requests related to signs, signals, parking, right of way, and traffic control. Completes field investigations and makes recommendations for action following the MUTCD. Coordinates work for sign installations, pavement marking or other traffic control devices

- Serves as a member of the Public Works department webpage update team, to include posting updates on roadway construction or maintenance projects within the Town
- May review construction plans and documents related to new projects within the Town; ensures that proper signage, traffic signals, pavement markings and street lighting are being provided. Regularly assists with inspection of projects to ensure that the required elements are being installed
- Creates and maintains walking route maps for elementary and junior high schools and corresponds with the schools on any traffic issues
- Coordinates block party requests. Receives applications for road closures. Reviews diagrams to ensure proper barricade placement and traffic restrictions are planned. Revises plans and advises applicant of necessary changes. Provides customer service to applicants to ensure they understand the safety requirements
- Assists with reviewing and addressing neighborhood traffic issues. Provides general safety information via community meetings and phone conversations. Conducts traffic studies when appropriate
- Provides technical assistance with construction project management for smaller scale projects as needed, e.g. school flasher installation
- Performs small engineering studies and analysis such as warrant studies, speed studies, and sight distance studies
- This position is part of the Town's snow removal program. Will have scheduled on-call responsibilities through the winter months to remove snow using a 4-wheel drive pickup and/or heavy equipment. Snow removal shifts are typically 12 hours
- Performs other duties as assigned or required

**Minimum Qualifications:**

*An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.*

**Education:** Associate's Degree in Civil Engineering or related discipline

**Experience:** At least two years of closely related traffic engineering experience, or any equivalent combination of education, training, or experience

**Preferred Qualifications:** Bachelor's Degree in Civil Engineering or related discipline

**Licenses and/or Certifications Required:**

The following certifications are required within 12 months of hire: IMSA Signs & Pavement Markings Technician Level 1, ATSSA Flagger Certification, and ATSSA Traffic Control Technician certification. The Town of Castle Rock will assist with obtaining these

certifications. In addition, the Town will assist with obtaining the IMSA Traffic Signal Technician Level 1 certification which is required within 24 months of hire. A valid Colorado Driver's License is required.

### **Knowledge, Skills, and Abilities:**

- Knowledge of traffic operations, traffic control, work zones, Town Design Criteria, and Town Municipal Code
- Working knowledge of Microsoft Office products. Ability to maintain databases and utilize asset management software
- Knowledge of traffic signal operations, equipment and software
- Familiarity with GIS mapping
- Math skills to assist with pavement marking design and layout
- Knowledge of the Manual on Uniform Traffic Control Devices (MUTCD), CDOT M&S Standards, and the Model Traffic Code for Colorado municipalities
- Familiarity with reading development and construction plans
- Ability to understand and interpret Public Works regulations and the Town's Land Development Code
- Ability to establish and maintain effective working relationships
- Ability to effectively communicate, both orally and in writing
- Ability to safely work within traffic
- Ability to effectively participate in public meetings that may include difficult neighborhood traffic issues. Ability to communicate this information in a clear and concise manner and answer questions related to the interpretation of the information

### **Physical Demands:**

- Sedentary work for long periods of time
- Occasional physical work lifting no more than 10 pounds
- Occasional lifting, carrying, walking and standing
- Occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stop, kneel, crouch or crawl
- Frequent hand/eye coordination to operate personal computer and office equipment
- Vision for reading, recording and interpreting information
- Speech communication and hearing to maintain communication with employees and citizens

### **Work Environment:**

- Works primarily in a clean, comfortable environment
- This position will access all work sites inside and outdoors to perform duties, potentially in any weather and environmental conditions, including possible exposure to extreme weather conditions, dust, dirt, heat, cold, fumes, gases, odors, noise, wetness and humidity

**Equipment Used:**

- Uses standard office equipment including a personal computer system
- This position may require the incumbent to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.

Must satisfactorily complete a driving record check and criminal background check prior to commencing employment.

*The Town of Castle Rock is an Equal Opportunity Employer.*