



## **JOB DESCRIPTION**

**TITLE:** ENGINEERING TRAFFIC TECHNICIAN

**DEPARTMENT:** Engineering

**LEVEL:** 9 (Subject to JE)

**Position Last Evaluated: N/A**

**Job Desc. Last Updated: N/A**

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### **JOB SUMMARY**

Under the general direction of the Assistant Manager, Transportation, the Engineering Traffic Technician is responsible for conducting field investigations, gathering data, reviewing transportation-related permits, and providing support to other staff within the department. This position is technical in nature and involves all aspects of street and traffic planning, operations, and management.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Receives traffic issues related to the safe and efficient road operations as well as the review and issuance of street use permits. Investigates and analyses the issues, then collaborates with more senior staff to prepare a recommended solution and response.
2. Reviews engineering requests made by internal and external agencies and the public, with regards to placement of physical infrastructure in the road right-of-way including traffic calming devices. Implements resolution and communicates results to requestors.
3. Prepares traffic and highway orders for the removal, replacement, or addition of all regulatory signage. Conducts on-site reviews and reviews engineering drawings as they apply to new development or new construction, and historical records to ensure accuracy of traffic orders and the need to add or rescind traffic orders.
4. Provides technical traffic support for various traffic programs.
5. Issues engineering permits for overweight or overheight vehicles, truck routes, and road closures for special events.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

6. Liaises with committees, internal departments, and external agencies in a resource capacity on engineering traffic issues.
7. Prepares computer generated detailed maps using aerial, cadastral, and other mapping layers to illustrate existing traffic conditions and design concepts.
8. Maintains and manages the content of transportation-related spatial datasets that are stored in the City's geographic information system (GIS).
9. Assists staff in the GIS Unit with the development of specifications for the collection of transportation-related spatial data and software applications, for use by staff and the public.
10. Prepares statistical/technical reports and correspondence on engineering traffic issues as directed.
11. Assists in developing engineering traffic guidelines.
12. Undertakes field data collection as needed to assess traffic and transportation investigations.
13. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of engineering practices, methods, standards, techniques, and equipment used in traffic/transportation engineering, planning, analysis, design, and operation for both vehicle and alternative transportation modes.

Strong verbal and written communication skills with the public, and internal and external stakeholders, using tact and discretion when settling requests, complaints, or clarifying information.

Considerable knowledge of ESRI GIS software, with the ability to undertake and interpret analysis.

Thorough knowledge of core computer software suites, as well as specialized traffic application software such as AutoCAD, InDesign, Infracore, and ArcMap.

Ability and skill to tactfully represent the Municipality in public participation.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Knowledge of standard engineering department functions, policies, procedures, and appropriate Municipal Bylaws pertaining to Municipal permits.

Ability to interpret engineering drawings, specifications, and studies, and undertake collection and analysis of data.

Ability to prepare concise and accurate correspondence and reports.

Excellent written and verbal communication skills.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Diploma in Traffic Engineering or related field.

A minimum 6 months' related experience in a municipal engineering environment with direct experience in field data collection, front line customer service, and technical reviews and reporting.

Or an equivalent combination of education and experience.

Membership in, or eligibility for membership in applicable professional designation.

Possession of a valid Class 5 BC Driver's licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.