



JOB DESCRIPTION

TITLE: TRAFFIC SERVICE PERSON

DEPARTMENT: Public Works

LEVEL: 8

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: May 2021

JOB SUMMARY

Under the general supervision of a supervisor, the incumbent performs the work involved in the manufacture, assembly, and erection of street and traffic signs, combined with the laying out and application of traffic markings in compliance with City of Nanaimo Standards and Specifications, Uniform Traffic Control Devices of Canada Manual, the *Motor Vehicle Act*, and applicable bylaws.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Maintains, installs, erects, and disassembles signs on wood, metal, and concrete through oral, written, drawn instructions, or own initiative using aerial ladder vehicle and other related equipment.
2. Constructs regulatory, information, and warning signs with aluminum, steel, wood, plastic, or fiberglass by means of painting, silk screening, computerized cutters, and edge printers such as manufactured by Gerber.
3. Maintains, records, and lays out traffic markings through the use of a variety of methods, equipment, and materials. Marking functions through the use of comprehensive maps, surveys, records, reports, and estimates.
4. Assists the Traffic Marking Specialist with road marking programs by use of traffic lining truck, thermal plastic equipment, and other related traffic marking equipment.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Set-up and removal of all necessary traffic control devices for parades, special events, construction crews, and emergency situations, combined with the directing of traffic when required.
6. Installs road survey monuments and works with the Engineering Department or private consultants on related matters.
7. Responsible for collecting and maintaining a sign and traffic marking inventory database using hand held GPS technology.
8. Installs and dismantles street banners, Christmas decorations, traffic counters, and speed reader boards.
9. May provide orientation to new or temporary staff.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of traffic lining applicator trucks, airless paint spraying systems, thermal plastic marking equipment and applications, and other equipment utilized in the day-to-day operation of the Traffic unit.

Considerable knowledge of the Canadian Manual of Uniform Traffic Control Devices, Canadian Sign Pattern Manual, *Motor Vehicle Act*, Bylaw 5000, the Provincial Pedestrian Crosswalk Guidelines, and the Traffic Control Manual for Work on Roadways.

Considerable knowledge of the special materials needed when manufacturing and maintaining street and traffic signs, as used in the placement of traffic markings and warning devices.

Working knowledge of GPS Technology to collect and maintain sign inventory database.

Ability to interpret plans and perform basic carpentry work.

Ability to operate acetylene torches, hydraulic hammers, raised pavement marker applicator, and a variety of power and hand tools.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Proficient computer skills using computer graphic programs to generate professional signage.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to navigate the asset management program including collecting data using a GPS receiver, recording work tasks in database, and navigating and interpreting digital city maps.

Good coordination skills and the ability to maintain concentration and stability for considerable amounts of time.

Work may involve lifting of heavy and/or awkward objects and/or maneuvering of heavy equipment, and/or climbing structures. Core work activities typically require a high level of activity.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 and Sign and Pavement Marking Technician, Level 1 Certification (IMSA).

Valid Traffic Control Person Certification.

Minimum of 1 year traffic related experience.

Or an equivalent combination of education and experience.

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.