



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRAFFIC CONTROL SPECIALIST III**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Maintains safe conditions on all County roads and bridges within the precincts. Employee will be responsible for all County road traffic control signs/devices.

EXAMPLES OF WORK PERFORMED

May coordinate work schedules for striping and other traffic control projects as needed and directed on County roads

May assist in the striping operations and installations of speed buttons as needed and directed on County roads

Performs flagging/traffic control operations as directed and needed

Patches holes on County roads and/or bridges as needed

May operate chainsaw to clear brush from right away

May drive County vehicle to haul materials to and from the worksite

Tamps, packs and levels dirt, gravel or asphalt

Uses hand tools to dig holes

May assist in installing, assembling and maintaining barricades

Loads materials, trash, brush, etc., onto truck. May sometimes unload the same

Checks daily construction schedule to keep appraised of materials needed on the job

Will be responsible for safety-related issues such as insuring job sites have appropriate sign/emblems notifying of road construction

Responsible for ensuring that proper safety equipment for construction work zones is issued and posted

May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock

Aide in preparing, logging, filing, & submitted GASB computerized reports
Document & submit GASB related adivities to the pertinent department

Supports in research for preparing, presenting and submitting reports and/or request to immediate supervisor

Records/Monitor and log process of projects

Shall be on call (24/7) for traffic emergencies

Shall keep computerized log of all daily activities

Keep current log of all traffic control related inventory

Will order & stock traffic control Inventory/Supplies

Shall be commuting to work in order to have all necessary tools, supplies and materials readily available (Traffic cones, Temporary Signs/Barricades, Sign Poles, Hardware, Etc.)

Shall be assigned a specific territory within Precinct for which employee shall maintain all traffic control related signs/devices. (Territories shall be rotated periodically between the 3 traffic control employees in order to ensure familiarity within the entire precinct.)

May visit job sites of County work crews involved in all phases of operation within the Precinct as needed to properly record in-kind reports (Man Power & County Equipment.)

Attends safety meetings and traffic control meetings, take notes or furnish information

Other duties as required

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Five (5) years of related experience

One (1) year of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment

Employees working in the installation of signs may use a jackhammer, pole hole digger, hole auger, air compressor, etc., but all employees will be trained on the job to handle such tools

Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure

Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral diagram or schedule form

Ability to understand, follow and give oral and written instructions

Ability to perform duties of Traffic Safety Specialist I and II

Employee may be assigned other duties in addition to those listed

Duties may change according to the changing needs of the County

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations