

**TOWN OF GILBERT
CLASS SPECIFICATION
Engineering Specialist**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Engineering	B23	Non-Exempt

CLASS SUMMARY:

This class is the second level in the Engineering series. Incumbents perform specialized technical activities in support of technical Engineering operations. Responsibilities include: providing customer service; managing traffic systems and traffic control devices; reviewing engineering plans and drawings; performing field inspections; coordinating and analyzing data for engineering studies, projects and initiatives; maintaining databases; and testing traffic equipment for operability.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Conducts field inspections and manages traffic related projects, including checking the installation and operation of traffic signals, traffic control, new signing and striping, traffic calming and fiber optic infrastructure.	Daily 30%
Reviews plans and specifications submitted for new commercial, residential development, capital improvement projects, and internal maintenance projects for traffic signals and fiber optic interconnect. Makes traffic control recommendations to ensure optimal traffic flow. Coordinates planning and construction with various utilities (electrical, cable, telecommunications). Reviews temporary traffic control plans and provides details regarding signals and interconnects for active construction projects and special events.	Daily 30%
Coordinates and conducts traffic engineering studies using traffic counts to determine appropriate traffic control devices. Monitors traffic conditions and makes traffic signal timing changes. Provides customer service and responds to traffic related concerns and issues.	Daily 10%
Installs, maintains, troubleshoots and recommends traffic control devices and ITS equipment for roadway network and traffic signal system.	Daily 20%

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Maintains and updates databases used for traffic analysis. Backs up traffic signal computer system and enters new devices and data into the traffic signal network. Reviews and creates traffic signal specifications and fiber optic splice tables.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Traffic Operations Center** may be responsible for:

- Program, maintain and plan the traffic signal network and ITS equipment
- Plan review and construction inspection for traffic signals and fiber optic network
- Monitor traffic and retune traffic signals

Positions assigned to **Traffic Engineering** may be responsible for:

- Perform detailed plan review for new development cases and CIP project
- Inspect active construction work zones
- Perform traffic engineering studies for traffic control and recommend solutions

TRAINING AND EXPERIENCE:

Associate's degree with course work emphasis in civil engineering, traffic engineering, drafting, and computer-aided design; supplemented by three (3) years previous experience and/or training that includes traffic engineering, civil engineering, traffic signal programming/maintenance, traffic signing/stripping, traffic studies, traffic development plan review, computer-aided design, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License
- IMSA Work Zone Safety and IMSA Signing and Striping within 6 months of hire for Sr. Traffic Engineering Specialist
- IMSA Level II Signal Technician and Certification for fiber optic communication within a year of hire for ITS Specialist

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KNOWLEDGE OF:

- Traffic engineering principles and traffic signal operations;
- Applicable Federal, state and local laws, codes, ordinances and regulations;
- Fiber optic communication, electrical and mechanical principles;
- Traffic engineering design and ITS equipment;
- Mathematical concepts;
- Modern office equipment.

SKILL IN:

- Utilizing a computer and relevant software applications;
- Applying technical engineering principles and practices;
- Providing customer service;
- Performing mathematical calculations;
- Reading and comprehending construction documents;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, intense noises and travel, and environmental conditions such as disruptive people, imminent danger, or threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Sr. Traffic Engineering Specialist – B23

ITS Specialist – B23

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)