

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Traffic Analyst II

Department: Transportation

Pay Grade: 510

FLSA Status: Non-Exempt

Job Code: T725

JOB SUMMARY

The purpose of this classification is to perform technical and administrative functions in support of traffic operations activities of the Transportation Department. These include accident analysis, traffic counts, traffic engineering studies and street lighting studies. This position supervises the Traffic Analyst I position and any temporary employees as needed.

ESSENTIAL JOB FUNCTIONS

- Conducts accident analysis to identify High Accident Locations for intersections and midblock locations, using accident rates or methods in the Highway Safety Manual.
- Reviews traffic accident reports; sorts, analyzes, compiles, and prioritizes individual and annual reports of all accidents; develops data report for maintaining High Accident Review Program; uses analysis to make recommendations.
- Conducts field visits of high accident locations and recommends countermeasures to reduce accidents; analyzes accidents involving vulnerable populations such as bicycles, pedestrians, motorcycles, children and the aging to identify trends and patterns.
- Conducts traffic engineering studies to determine need for traffic signals, multi-way stops, and other traffic control devices; collects, compiles, and analyzes related data, including sight distance, and prepares reports on findings and recommendations; maintains files that support existing traffic control devices and archives of old traffic engineering studies.
- Manages, administers, and performs tasks necessary to complete the Annual Traffic Counts Program. Includes determining how many and which locations to count and at what interval (once a year, once every two years, etc.).
- Supervises the Traffic Analyst I to assist in completing the traffic counts and other duties.
- Supervises and manages the work flow of Part Time Temporary Traffic Counter(s), performing intersection traffic counts;

- Monitors traffic count data entry by Traffic Analyst I; compiles, reports on, and summarizes data for managers as needed.
- Manages the Driver Feedback Sign Program which involves maintaining records signs inventory, taking requests for new locations, and maintaining the equipment on at least a quarterly basis, in addition to troubleshooting the signs as needed; and manages the regular, and as requested rotations of these signs in order to reduce vehicle speeds throughout the City in known high speed areas.
- Manages, administers, and performs the work required to prepare requested Speed Studies for immediate Supervisor; assigns the speed study to Traffic Analyst I; reviews completed diagram, summarizes the data and submits to the Supervisor/Manager.
- Assists Traffic Operations Manager in the update of the speed limit ordinance and speed detection permit.
- Stays abreast of and attends training as needed to be knowledgeable of changes and conditions in ADA standards as they apply to public facilities (curb ramps, sidewalks, and signals); and serves as a liaison for this Department and to provide guidance and opinion on curb ramp and other ADA matters.
- Manages the data collection efforts and maintains GIS database for curb ramps throughout the City, as it relates to the federal mandate for creating a Transition Plan and Self-Assessment for the Americans with Disabilities Act of 1990
- Deploys message board (variable message signs, VMS) trailers for special events, and for emergency road closures, or for general information to the public regarding public safety, incidents, accidents, or road closures. Responds to emergency roadway incidents and accidents to assist with road closures, directing the flow of traffic, etc. as needed.
- Conducts land surveying using total station and Carlson Survey software. PLS (Professional Land Surveyor) license is not required for this position, but methods and principals of land surveying are applied to perform limited land survey tasks including those requested by Transportation supervisors and managers, and other City departments including Police, Environmental/Public Works, Community Development, GIS, and Recreation and Parks. Field survey work includes both horizontal and vertical survey data collection and rough staking. Survey tasks include preparing diagrams, roadway grade profiles, determination of estimated right-of-way locations and rough staking, deed and plat research, sight distance measurements and diagrams, legal description preparation, and other (non-certified) land survey drawings and needs as requested.
- Seeks out training on traffic engineering analysis and stays up to date on the latest methods to perform traffic engineering studies.
- Uses AutoCAD, Excel and GIS in the performance of duties.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Contributes to the preparation of an annual report on Congestion and High Accident Locations prepared by the Traffic Operations Division and submitted to the Mayor and City Council. This report measures performance indicators related to capacity and safety. Capacity performance indicators include: volume/capacity ratio, delay, travel time, and level of service on all roads that are collectors and arterials. Safety performance indicators include: the number of accidents, injuries and fatalities citywide and at the top 40 high accident location intersections, and accident trends for vulnerable populations.

- Helps to report and log outages and follows up with the three utility companies. Conducts routine analysis and assists with more complex field infrastructure surveys and inventory of lighting and related information to determine needs for additional lighting.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares and receives various forms, reports, correspondence, time cards, supply lists, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or GED; Associate's degree preferred; three (3) years of experience in the performance of accident analysis or traffic engineering studies; land surveying experience and the use of Total Station surveying equipment is desirable; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license, with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to

established standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, and traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.