

Job Description

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Job Details

Job Title Engineering Technician IV - Public Works - Traffic Engineering

Job ID 27538

Location Traffic Engineering

Full/Part Time

Regular/Temporary Regular

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Overview

Performs a broad variety of highly skilled, complex and difficult assignments of a responsible nature requiring the exercise of considerable independent judgment and knowledge in surveying, inspection, drafting, administration and related fields in the Public Works and Utilities Department.

Work is performed under the guidance of the Senior Foreman using independent judgment and is reviewed on a regular basis through observations, and results achieved

There are multiple positions.

- **Traffic Sign Shop**

- **Traffic Management Center**

Representative Duties

- Traffic Sign Shop

- Supervises and maintains the day to day operation of a traffic sign shop.
- Read, interpret, and fabricate signs based upon sign installation work orders.
- Supervises employees performing traffic CAD for the fabrication of street signs.
- Maintains timely and accurate documents and inventory to include supply requisitions, work orders, vendor invoices, and other operational related forms and documents.
- Tracks Inventory of sign materials including sign blades, reflective materials, vinyl, sign printing ink.
 - Orders sign materials using a County issued credit card and prepares delivery order requests to vendors for sign materials.
- Maintain an air compressor and air tools for the fabrication of street signs.
- Assist with issuing and receiving materials to and from contractors and vendors
- Ability to operate a forklift to receive and move materials.
- Collects and analyzes traffic data for traffic studies including signal warrants, all-way stop control warrants, speed studies, traffic calming, crash analysis and signal timing projects.
- Prepares work orders, developing conceptual drawings, and cost estimates for safety and operational improvement projects
- Performs other related duties as assigned.

- Traffic Management Center

- Acts as a technical assistant in preparing, implementing and maintaining traffic signal timing plans under direction of a Professional Engineer.
- Collecting traffic data for the implementation of signal timing projects.
- Monitoring the Central Traffic Signal System.
- Maintaining traffic signal documents and other assigned signal related clerical duties.
- Maintaining timely and accurate handling of records, to include signal timing sheets, traffic counts, design plans, and related forms and documents.
- Investigating traffic signal timing complaints and recommending appropriate changes.
- Interacting with citizens and various staff inside and outside the organization.
- Other work as assigned.

Minimum Qualifications

- Traffic Sign Shop

- Graduated from High School or equivalent and five years of roadway or traffic engineering experience.
- Proficient in the use of Microsoft Office Word, Excel and Outlook.

- Traffic Management Center

- Graduated from High School or equivalent and five years of experience in signal timing, field data collection, interpretation of design plans and engineering reports, documentation, and customer service.
- Proficient in the use of Microsoft Office Word, Excel and Outlook.

Preferences

- Traffic Sign Shop

- Knowledge of MUTCD standards for street signs.
- Experience with the process and fabrication of street signs.
- Ability to track inventory using Microsoft Excel.

- Knowledgeable of the operation of vinyl cutters, wide format printers, and laminators.
- Familiar with the use of pressure rollers and various equipment and tools essential to the operation of a sign shop.
- Knowledgeable of sign fabrication software such as Traffic CAD, Flexisign, or other graphic based program for sign fabrication

- Traffic Management Center

- Experience in Microsoft Office, signal management software, video management software, and other traffic engineering software
- Must possess and maintain a valid Florida Driver's License.
- Certification by the International Municipal Signal Association (IMSA) for Traffic Signal Level I and II, as well as FDOT or IMSA Work Zone Safety with-in six months of hire.
- Knowledge of the Florida Department of Transportation standards and specifications relating to the traffic engineering and associated communication field.
- Ability to work flexible hours.

Application Deadline

Posting Date: September 25, 2021
Closing Date: October 15, 2021
May close without prior notice

Salary

\$ 20.41 - 32.48 per hour
Placement based on County policy

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting. Please submit a cover letter and copies of documents, not originals, to Orange County Human Resources Division, PO Box 1393, Orlando, FL 32801-1393 or fax to (407) 836-0098 (only Veterans' Preference documentation will be accepted by fax). Your cover letter should include the position posting number you are applying for, the title of the position and the last 4 digits of your social security number.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the [United States Department of Education \(USDE\)](#) or the [Council for Higher Education Accreditation \(CHEA\)](#). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the [National Association of Credential Evaluation Service \(NACES\)](#) or the [Association of International Credentials Evaluations \(AICE\)](#) at your expense.

COVID Vaccination Requirements

New hires will be required to submit a vaccination Certification Form via a secure link on their first day of work. No documentation regarding vaccination status will be required prior to the start date.

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