



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

TRAFFIC TECHNICIANS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Traffic Technicians-B	W6041B	40	
Traffic Technicians-O	W6041O	45	
Traffic Technicians-A	W6041A	50	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Conduct field studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions, under direction of traffic engineer.

Nature of Work

Traffic technicians perform a variety of technical tasks involved in the study of roadways and traffic abnormalities. They gather and analyze data about traffic flow, accidents, and proposed commercial and residential developments. The tasks involved include data collection; maintain computer databases and monitoring the inspection of traffic control safety projects. They analyze roadway data to insure compliance with plans and specifications. Technicians often interact with the public, answering questions about traffic flow or discussing traffic-control plans, policies, or procedures.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in the evaluation of traffic data for traffic control features and devices.
- Employees assist in conducting traffic studies, analyzing roadway data and traffic abnormalities.
- Employees monitor the inspection of traffic control safety projects, maintain computer databases and related records.
- Employees may plot standard strip maps of roadway features and traffic control devices.

Recommended Education and Experience for Full Performance*

High School diploma or GED and six (6) months of experience in highway maintenance, construction, engineering, physical science, mathematics, surveying, drafting, highway design, traffic engineering, communications, dispatching.

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Minimum Qualifications

High School diploma or GED and three (3) months of experience in highway maintenance, construction, engineering, physical science, mathematics, surveying, drafting, highway design, traffic engineering, communications, and/or dispatching.

Operational

- Employees in this Role independently evaluate traffic data for traffic control features and devices.
- Employees conduct traffic studies, analyze roadway data and traffic abnormalities.
- Employees monitor the inspection of traffic control safety projects and determine proper field layout of pavement markings and schedules.
- Employees may coordinate the statewide pavement marking maintenance operations; maintain computer databases and related records, plot strip maps of roadway features and traffic control devices.
- Employees mark roads with symbols for pavement marking.

Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) year of experience in highway maintenance, construction, engineering, physical science, mathematics, surveying, drafting, highway design, traffic engineering, communications, dispatching, permits, and/or purchase orders.

Minimum Qualifications

High School diploma or GED and six (6) months of experience in highway maintenance, construction, engineering, physical science, mathematics, surveying, drafting, highway design, traffic engineering, communications, dispatching, permits, and/or purchase orders.

Advanced

- Employees in this Role coordinate and administer special signing programs, or perform major traffic studies, or coordinate a district traffic permit program.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of experience in highway maintenance, construction, engineering, physical science, mathematics, surveying, drafting, highway design, traffic engineering, communications, dispatching, permits, and/or purchase orders.

Minimum Qualifications

High School diploma or GED and one (1) year of experience in highway maintenance, construction, engineering, physical science, mathematics, surveying, drafting, highway design, traffic engineering, communications, dispatching, permits, and/or purchase orders.

Knowledge and Skills

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Knowledge

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

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Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Operations Analysis — Analyzing needs and product requirements to create a design.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

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Time Management — Managing one's own time and the time of others.

Statutory Requirements: Valid NM Drivers License. This position may require a New Mexico Class A CDL. This position may require American Traffic Safety Services Association (ATSSA) Traffic Control certifications.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.