

**City of Vicksburg
Job Description**

Job Title: Traffic Specialist
Department: Traffic
Reports to: Traffic Department Supervisor
FLSA Status: N
Prepared Date: 1/4/18
Amended: ***5/30/2025***
Approved By: ***Carla Sullivan***
Approved Date: ***5/30/2025***

Summary

Responsible for daily operations and duties of the Traffic Department. Responsible for the installation and maintenance of all Traffic Signals, cabinets, signs, and markings. By performing the following duties.

Essential Duties and Responsibilities - include the following. Other duties may be assigned.

Installs and maintains traffic signals and cabinets.

Operates a bucket truck and/or platform truck.

Sets timing of Signalized Intersections.

Observes signals and visibility of signs and pavement markings, location of traffic signals, width of street or roadway and other considerations affecting traffic conditions. Installation of hot tape markings.

Assists with the layout and installation of crosswalks, stop bars, arrows, and center lines.

Records trouble calls and other information into logbooks. Records and maintains records.

Troubleshoots and repairs signals and interstate lights.

Fills out and completes work orders.

Operates a chain saw and other related equipment from a bucket truck.

Installs signposts with a post driver or post hole digger.

Operates a concrete cutting machine as needed.

Installs and maintains all City Banners.

Responsible for training other employees.

Performs all set up work for work zones, detours, and road closures.

Supervisory Responsibilities

Supervises Traffic Maintenance Specialists and foreman, assists Traffic Department Supervisor and performs the duties of Traffic Department Supervisor, when he is not on the job.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Education and/or Experience

High school diploma or general education degree (GED). Must be a certified electrician with at least two (2) years of experience. Must be certified or be willing to become certified to work on traffic signals, cabinets, signs, and markings.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must maintain good working relations with co-workers and supervisors.

Computer Skills

Computer skills are required for this position. Must be able to learn and perform skills on all programs used by the Traffic Department.

Certificates, Licenses, and Registrations

Must have a driver's license. Must be a certified electrician. Must be qualified or be able to become IMSA Certified in signs, markings, and traffic signals.

Other Skills and Abilities

Must have knowledge of traffic signs and signals. Must be able to work out of a bucket truck or platform truck. Must be able to work with little to no supervision. Must supervise the Traffic Department employees.

Other Qualifications

Must be available for overtime and on-call duty (24 hours a day, 7 days a week.)

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Must be comfortable performing work at elevated heights.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, high precarious places, outside weather conditions and risk of electrical shock. The employee is frequently exposed to vibration. The noise level in the work environment is usually moderate.