



CLASS SPECIFICATION

1/13/2022

TRANSPORTATION ENGINEERING AIDE, 7285

Summary of Duties: A Transportation Engineering Aide performs moderately difficult sub-professional traffic engineering work associated with making studies and analyses of traffic control and parking problems; inspects work by traffic crews which are installing or modifying traffic control devices; and may supervise employees engaged in such activities.

Class Characteristics: A Transportation Engineering Aide performs traffic control investigations and the less technical subprofessional traffic engineering work. In making studies and recommendations an employee in this class is responsible for adhering to pertinent laws, policies, procedures, and national standards, and for recognizing factors that affect the selection and use of existing or proposed traffic control devices.

A Transportation Engineering Aide also performs the more difficult investigative work in the collection, compiling and processing of traffic engineering data. An employee in this class may supervise other Transportation Engineering Aides and clerical employees.

Examples of Duties:

- Assists in investigating the need for the installation or modernization of traffic signals, signs, and pavement markings by making on-site surveys and/or using departmental records;
- Initiates requests for traffic studies to obtain data regarding the installation or modification of traffic signals, signs and pavement markings based on field observation;
- Plans the placement of parking regulation signs to limit parking during street-cleaning activities;
- Prepares diagrams and scale drawings of street conditions and traffic accidents using field measurements, City and departmental records to prepare recommendations for necessary changes to, or installation of traffic signs, street markings or parking meters;
- Compiles and examines data, and makes computations;
- Prepares work orders using information obtained from tract maps, field investigations and/or departmental records; analyzes technical traffic engineering and accident information, such as volume counts, speed studies, pedestrian counts and accident patterns, in order to prepare recommendations for management reports and ordinances, using departmental procedures, policies, pertinent laws, State Traffic Manual and national standards;

- Performs field surveys to determine condition, location and type of traffic control devices and prepares, maintains and updates records of existing traffic controls including computerized records;
- Prepares scale sketches and work orders for the installation of parking meters and replacement of pavement markings;
- Makes spot checks for adequacy of completed work;
- Makes or supervises special traffic studies, and assists in preparation of engineering reports and records;
- Makes corrections to EROS unit tape using arithmetic computations in order to produce accurate data on the quality of traffic flow for departmental or other City department's use;
- Testifies in court using Department maps and records to explain and verify the condition and placement of traffic control devices and markings;
- Computes billing to outside contractors for work done by Department based on field surveys and flat-rate schedules provided by Department Accounting Section;
- Supervises Traffic Checkers, clerical employees, and other Traffic Engineering Aides in the above work;
- Plans, schedules and assigns the work of subordinate personnel conducting manual traffic counts and/or installing automatic traffic counters;
- Reviews completed work orders and prepares data forms for updating and retrieving information from computer based traffic control inventory records;
- Makes field checks of completed work, including work assigned to private contractors, to verify or correct construction plans;
- Gathers and examines technical traffic engineering data;
- Prepares special reports;
- Investigates and makes recommendations for the installation of traffic control devices;
- Coordinates installation of traffic and street name signs with subdivision development in the City;
- Attends meetings with outside agencies and citizens' groups in order to obtain and disseminate traffic control information; and does special project investigation and reporting as assigned.

REQUIREMENTS: Successful completion of any two of the following three categories:

1. One year of high school or college level algebra; or
2. One course at either the high school or college level in one of the following:
 - Introduction to Engineering
 - Engineering Graphics and Design
 - Engineering Drawing
 - Drafting
 - Surveying; or

3. Two years of full-time paid experience with the City of Los Angeles installing or inspecting traffic devices, maintaining parking meters and/or pavement markings, or enforcing parking regulations, or conducting traffic counts or traffic engineering surveys and studies.

License: A valid California driver's license is required prior to appointment.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.