

**TRANSPORTATION ENGINEERING AIDE (7285)  
TASK LIST 2024**

1. Inputs and accesses data such as information on traffic control devices, signs, and pavement markings in order to maintain a computer inventory of traffic information to be used to respond to citizen complaints, maintenance and replacement of signs, to respond to requests for traffic related information.
2. Compiles data obtained from various sections of the department such as traffic volume, signal timing, geometrics and accident data in order to refer for analysis of requests.
3. Responds by telephone, in meetings or in writing regarding complaints and other general requests from the public and public/private agencies regarding signing and traffic problems in order to address their complaints or satisfy their needs.
4. Prepares work orders using information obtained from plans, maps, field investigations, departmental or other records, in order to facilitate the repair, replacement, installation and maintenance of traffic control devices such as curb markings, striping and signs.
5. Conducts traffic engineering surveys in the field in order to assist in the determination as to the appropriateness of traffic control devices.
6. Writes or edits letters, reports, memos and correspondence in order to respond to complaints, requests for information or to provide a monthly update of information.
7. Leads and/or guides clerical employees, drafting technicians or other Transportation Engineering Aides.
8. Conducts studies such as speed and delay, speed zone, and peak hour parking in order to assist in evaluating traffic operation.
9. Inspects traffic control devices (such as stops, yield, street name signs) for proper installation, and operation including assessing of visibility and reflectivity in order to provide proper maintenance for traffic control devices in response to citizen complaints.
10. Inputs data into a computer format, and runs various computer programs.
11. Schedules, coordinates, and inspects the work of various City contractors who perform jobs such as painting, installation of signs and sandblasting of street markings to ensure the completion and good quality of work.
12. Computes billing to outside contractors for work done by the Department based on work orders initiated based on field inspections.
13. Investigates legitimacy of parking ticket complaints by making field inspections of the scene.
14. Assists in the mark out and installation of channelization and pavement markings in order to improve the flow of traffic including detours.
15. Reviews and analyzes computer output results of optimal timing.

16. Prepares plans, diagrams, sketches and scale drawing of street conditions and of traffic accidents, using field measurements, departmental and other records, to assist in the preparation of recommendations to be used in determining the need for changes to, installation of, or removal of traffic signs, street markings or parking meters.

17. Assists in the recommendations the placement of parking regulation signs and zones to limit parking, using department policies, procedures and standards as guides.

18. Orally testifies in court using Department maps and records to explain and verify the condition and placement of traffic control devices and markings.

19. Processes plans submitted by public agencies and private engineers and distributes them to appropriate Sections for review and comments.