



CITY OF ALBANY
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PLEASE POST CONSPICUOUSLY
March 27, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Traffic Technician
Albany Police Department

The **Albany Police Department** has one (1) vacancy for the position of **Traffic Technician** at a rate of **\$40,800/year @ 40 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

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An Equal Opportunity /Affirmative Action Employer

TRAFFIC TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involved with the gathering of factual traffic data and the preparation of related studies and reports. The work involves actual field studies of traffic flow and street usage as well as preparation of related reports and studies which would include graphic illustrations of findings. Direct supervision would be received from the Chief Supervisor or Senior Traffic Technician. Supervision is not normally a responsibility of the class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts traffic studies and surveys, such as traffic counts, speed and time delays, condition diagrams, etc.;
- Records physical street lay-outs, including signs, signals and markings;
- Summarizes field traffic data and prepares reports resulting from traffic studies;
- Reviews complaints received relative to parking and traffic problems;
- Participates in the planning and laying out of signs, signals and pavement markings;
- Prepares preliminary signal design and pole loading calculations;
- Performs preliminary capacity analysis documentation;
- Prepares simple charts, graphs and diagrams in connection with traffic studies and reports;
- Keeps and maintains records and reports on studies conducted;
- Assists in the planning and preparation of major traffic studies and proposals;
- Assists in the implementation and operation of computerized signal systems, as required;
- Assists senior staff with administration of Emergency/No Parking rules and regulations;
- Communicates daily by phone or electronically with other governmental agencies and members of the public ;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of federal and state manuals of uniform traffic control devices;
- Working knowledge of traffic ordinances;
- Working knowledge of the practices and procedures in gathering traffic data;
- Working knowledge of New York State Vehicle and Traffic Laws;
- Ability to compile and analyze traffic data;
- Ability to prepare reports, charts and graphs and to use mechanical drawing instruments;
- Ability to communicate verbally and in writing;
- Ability to understand and carry out written and oral directions;

- Mental Alertness;
- Good judgment;
- Accuracy;
- Reliability;
- Willingness to work outdoors in varying conditions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in civil engineering, civil technology, or a related field;
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in traffic planning, engineering, traffic enforcement or a related field;
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

NOTE: Position may require working on nights, weekends and holidays, alternating shift assignments, and on an on-call basis.

Issued: 3/18/81
Revised: 1/6/16
6/27/17