



City of Pittsfield *Job Description*

Position Title:	Traffic Maintenance Person	Grade Level:	24
Department:	Department of Public Services	Union/Non-Union:	Teamsters 404
Reports to:	DPS Commissioner	Date Prepared:	November 16, 2017

Job purpose

The Traffic Maintenance Person installs, maintains, adjusts and repairs traffic/street/informational signs, minor street light maintenance, public parking meters (on-street and off-street locations). Works during weather related as well as non-weather related events, including snow removal operations. Conducts general maintenance in buildings, grounds, parking garages and other city owned properties. Operates equipment, man lifts, plows, blowers, chippers, compacters, chainsaws, weed whackers, pavement breakers, drills, saws, torches, welders. Manufactures signs using computers and state of the art associated sign making equipment. Works inside and out, year round.

Incumbent may be supervised by the Commissioner of Public Services, Public Services Superintendent, Street Compliance Inspector and/or Parking Control Manager.

Duties and responsibilities

1. Manufactures and installs signs, throughout the city, parking lots and buildings. Maintains sign shop and inventory control.
2. Maintains, adjusts and repairs traffic signal hardware and supports contracted electrical repairs to same. Support inventory, tracking and contracted maintenance of Streetlights. Installs, maintains and repairs public parking meters.
3. Conducts night surveys of streetlight conditions.
4. Trims, cuts and maintains city trees and vegetation.
5. Installs, maintains, modifies, adjusts and repairs building and equipment used in the traffic division.
6. Laying out and using painting equipment for striping streets, crosswalks, parking areas, as well as legends. Maintains painting equipment.
7. Supervises contractors while performing the above work. Incidentally may supervise workers at a lower or equal level.
8. Operates bucket trucks and man lifts and is comfortable working with heights, maintaining traffic and street lights and tree work.
9. May operate motor and power equipment for assigned duties.
10. Performs related unskilled labor duties such as; cleaning, picking up litter and debris, emptying trash, graffiti removal and cleaning restrooms.
11. Able to maintain and safely operate chain saws and other mowing and trimming equipment.

12. Participates in Snow Removal operations.

13. Performs other duties as required.

Qualifications

Valid Class D driver's license

High school diploma or equivalent

One year of acceptable related work experience including the use of relevant equipment and computers.

Thorough understanding of MUTCD sign policy.

Skilled in the use of hand tools, manual and power actuated shop equipment for the repair of DPS projects.

Proficiency in the use of computers, software and associated sign making equipment. Proper spelling and grammar is essential.

Demonstrated ability to read and use drawings and maps.

Must have experience working both inside and outside of facilities.

Excellent interpersonal skills; Ability to deal effectively and effectively with the public and other employees.

Working conditions

Incumbent may be required to work at any time during the 24-hour day to respond to weather-related or emergency needs. Incumbent may be required to work in inclement weather.

Physical requirements

Ability and agility to climb ladders and enter manholes, access ways and underground vaults; walk long distances over uneven terrain; lift fifty (50) pounds from the ground level to chest height in standing position; and work outdoors in all seasons.

Direct reports

None

Approved by: (pending)	<i>David Turocy, Commissioner of Public Services Tony Torres, Teamsters Local 404 Union Business Agent</i>
Date approved:	
Reviewed:	<i>November 16, 2017</i>