SENIOR TRAFFIC CHECKER, 7282

Summary of Duties : Supervises Traffic Checkers in the collection and reduction of traffic data; prepares schedules for Traffic Checkers; plans the methods for collection and reduction of traffic data; and does related work.

Distinguishing Features : The Senior Traffic Checker is responsible for the expeditious and accurate collection of traffic data upon which transportation engineering decisions are based. An employee of this class develops and maintains procedures, assigns and reviews work, and coordinates the activities of the unit with transportation engineers. The work requires a knowledge of traffic counting methods and techniques, data reduction methods, and the ability to supervise a City-wide, field clerical operation. An employee of this class may frequently be assigned split shift hours.

Examples of Duties : Supervises and directs field personnel engaged in the collection of traffic data by manual vehicle and pedestrian counts, automatic counts, spot speed studies, speed zone studies, peak hour parking studies, speed and delay studies, ballbank studies, and parking turnover studies; makes field checks of studies; reviews completed work; develops and maintains procedures for traffic data collection; Confers with transportation engineers on the methods and techniques of conducting special traffic data studies; makes field investiga- tions for special studies; confers with transportation and systems engineers conducting research on traffic data methods and techniques; Maintains equipment inventory; coordinates equipment utilization and repair; approves time sheets and mileage reports; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; prepares reports on unit activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the methods and techniques of traffic data collection; a good knowledge of traffic counting equip ment; a good knowledge of the City street system; a good knowledge of supervisory principles and practices; a good knowledge of clerical principles, practices, and methods; a good knowledge of safety practices and principles; a working knowledge of the organization of the Department of Transportation; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of State and City laws and regulations pertaining to traffic control; a general knowledge of machinetabulation of data; a general knowledge of the methods of reducing traffic data into graphic and tabular form; a

general knowledge of City Personnel rules, policies, and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to select and train employees; the ability to supervise a City-wide field clerical operation; and the

ability to deal tactfully and effectively with employees and
governmental officials.

Two years of experience as a Traffic Checker or in a class which is at
least at that level and provides experience in collecting, reducing or
analyzing traffic data is required.

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

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

Persons with medical limitations may, with reasonable accommodations,
be capable of performing the duties of some of the positions in this
class. Such determination must be made on an individual basis in
light of the person's limitations, the requirements of the position,
and the appointing authority's ability to effect reasonable accommo
dations to the person's limitations.

As provided 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.