

PUBLIC HEALTH AND SAFETY

INSPECTIONAL OCCUPATIONAL GROUP [225]

TRAFFIC CONTROL INSPECTOR

General Statement of Duties and Responsibilities

This is a technical class of positions involved in the inspection and monitoring of traffic and traffic control devices for the purpose of regulating and controlling traffic and the supervision of staff performing these functions. There are three Assignment Levels within this class of positions. All personnel perform related work and drive a motor vehicle to work assignments.

Assignment Level I

Under supervision, performs tasks such as the following:

Examples of Typical Tasks

Conducts field inspections and surveys and reports on traffic and traffic-related conditions to facilitate traffic flow and public safety.

Investigates complaints relating to heavy trucking, improper parking, lack of traffic signals and loading zones.

Checks volume of traffic, and reports on potential problems associated with visibility, grading and line of sight.

Makes recommendations on need for traffic signs, traffic signals, pavement markings, and other traffic control devices; monitors their installation and/or removal.

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TRAFFIC CONTROL INSPECTOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Investigates requests for establishment or elimination of taxicab stands.

Studies accident reports and makes observations at the scene of accidents to determine causal pattern.

Studies the effect of converting two-way streets into one-way streets.

Prepares reports and draws diagrams and/or sketches of observed field conditions.

Prepares work orders based upon field conditions.

Inspects the completed work of contractors to ensure compliance with established standards and specifications.

Makes surveys of parking conditions and facilities.

Assignment Level II

Under general supervision, supervises, trains and evaluates Assignment Level I Traffic Control Inspectors and may perform the duties described above. In addition, performs tasks such as the following:

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TRAFFIC CONTROL INSPECTOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Confers with representatives of trade associations, truck associations and other governmental agencies on parking and traffic problems.

Aids Traffic Control Inspectors performing complex or difficult inspections. Makes reinspections of areas where complaints on traffic and parking conditions continue to be received.

Conducts on-the-job training programs.

Reviews subordinates' reports for completeness and accuracy.

Assignment Level III

Examples of Typical Tasks

Under direction, oversees the work of Assignment Level I and II Traffic Control Inspectors on a Citywide basis and/or serves as an assistant to a manager in charge of a traffic control inspection program.

Develops and revises agency procedures pertaining to traffic inspection work.

Oversees administrative/clerical operations supporting traffic inspections.

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TRAFFIC CONTROL INSPECTOR (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Plans and schedules work, makes assignments and evaluates performance of staff.

Plans in-service training programs and supervises on-the-job training conducted by subordinates.

Reviews reports submitted by subordinates to ensure that recommendations are consistent with findings and conform to the laws, regulations and agency policies governing traffic control.

Provides technical guidance to the inspection staff.

Makes inspections in areas where major traffic control changes appear warranted or are contemplated and reports findings to management.

Acknowledges, reviews, and responds to requests and/or complaints from other City agencies, civic associations and the general public.

Meets with representatives of other City agencies to coordinate contemplated changes in traffic patterns or to resolve field problems arising from revision of traffic systems.

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TRAFFIC CONTROL INSPECTOR (continued)Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization, and two years of full-time satisfactory experience in vehicular traffic regulation and control or in conducting traffic studies; or
2. An Associate of Applied Science degree from an accredited college with a major in engineering technology, urban studies, urban planning, mathematics or another closely related field; or
3. A four-year high school diploma or its educational equivalent and a satisfactory combination of experience and/or college education that is equivalent to that described in "1" or "2" above. College credits obtained from an accredited college may be substituted at the rate of 30 semester credits for one year of full-time experience. However, for every 30 semester credits that are substituted for one year of full-time experience, at least 6 of the 30 semester credits must be in engineering technology, urban studies, urban planning, mathematics or other closely related field.

Requirements for Assignment Level II

To be considered for assignment to Assignment Level II, candidates must have, in addition to meeting the "Qualification Requirements" above: one additional year of full-time satisfactory experience working in Assignment Level I; or one additional year of full-time satisfactory experience as described in "1" above for a total of three years of experience. Such experience must include supervising the regulation of vehicular traffic or the conduct of traffic studies.

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TRAFFIC CONTROL INSPECTOR (continued)

Qualification Requirements (continued)

Requirements for Assignment Level III

To be considered for assignment to Assignment Level III candidates must have, in addition to meeting the "Qualification Requirements" above: two additional years of full-time satisfactory experienced working in Assignment Levels I and II for a total of four years of experience; or two additional years of full-time satisfactory experience as described in "1" above, at least one of which must have been in supervising vehicular traffic regulation and control or in conducting traffic studies.

License Requirements

Must possess a motor vehicle driver license, valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: None

To: None