

## TRAFFIC CONTROL DEVICE ASSISTANT

**GENERAL STATEMENT OF DUTIES:** A traffic control device assistant performs semiskilled work in the fabrication, installation, and maintenance of traffic control devices.

**DISTINGUISHING FEATURES OF THE CLASS:** The traffic control device assistant performs a variety of tasks involved in the maintenance of traffic control devices. Work is performed both in the field, on the highway system and in the sign shop. An employee in this class is required to assist the Traffic Control Device Foreperson or work independently on the fabrication, installation and repair of road side signs, road markings and other traffic control devices. Assignments are typically received verbally and may be accompanied by sketches. May perform a variety of tasks for road maintenance work. The incumbent of this position does related work as required.

**EXAMPLES OF WORK: (Illustrative only)**

- Assists with inspection of road side signs;
- Sets up detours and other emergency traffic signs during road construction, maintenance and emergency situations;
- Installs, maintains and repairs traffic signs and other traffic control devices;
- Performs sign reflectivity testing;
- Operates equipment for applying pavement markings and/or to install signs;
- Clear brush and trees around traffic signs to ensue proper sight distance;
- Fabricates traffic signs, street name and various specialty signs;
- Assists in maintaining inventory and order supplies for fabricating and installing signs;
- Assists in maintaining inspection records and work orders;
- May assist with road maintenance work;
- May operate a personal computer and use relevant software programs.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Ability to learn and apply the requirements of the National Manual of Uniform Traffic Control Devices and New York State Supplement; basic knowledge of methods, materials and tools used in the installation, maintenance and repair of traffic signs and other traffic control devices. Ability to learn the process of sign fabrication; ability to operate motor powered and manual equipment; ability to operate a personal computer; ability to follow oral and written instructions; dependable, initiative, good judgment; physical condition commensurate with the demands of the position.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

**Either:**

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience, or its part-time equivalent, in the installation and maintenance of traffic control devices.

**Or** (B) Two (2) years of relevant work experience.

**SPECIAL NECESSARY REQUIREMENT:** Possession of a valid New York State Class D license or commercial drivers license (CDL) as required by the type of vehicle being operated at the time of appointment.

Established 03/19/2009 PO

Updated 9/24/2024 PO

Non-competitive Class