

Title: Traffic Signal Maintenance Technician	Effective Date: May 11, 2012	Grade: VIII	Job Category: Technician
Prior Title: Traffic Signal Maintenance Technician	Prior Effective Date: August 24, 2007	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for assisting in traffic operations studies, development of timing and operations plans for traffic signals, input of data and modification of spreadsheets; maintenance, input and report generation of various "Access" databases; and for data input and report generation with various traffic signal systems software. In addition, field inspection and verification of traffic signal equipment will be required on a statewide basis.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Write or type correspondence, forms, or other documents.
- Answer telephone, convey messages, perform tasks as directed.
- Assist Traffic Engineering Staff in performing studies and analysis of data.
- Input data to Microsoft Access database and generate various reports.
- Work with Microsoft Excel spreadsheets, input data, and generate reports.
- Utilize traffic signal system software, input data, monitor operation of traffic signal systems, and generate reports.
- Assist in field inspections of traffic signal installations as part of State Job Final Inspection.
- Perform field inspections to verify and update database of existing traffic signal equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school with training or technical course studies in sub-professional engineering or computer work, or demonstrate a knowledge and skill in associated work based upon previous job experience. Applicant must demonstrate proficient typing and data input ability with a general knowledge of personal computer operations.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

