

SNOHOMISH COUNTY JOB DESCRIPTION

TRAFFIC INVESTIGATOR

Spec No. 3163

BASIC FUNCTION

To perform engineering and technical evaluations of traffic safety issues pertaining to traffic control devices, using engineering and operational practices, with professional judgment under a minimum of supervision and guidance.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, processes, reviews, recommends and concludes traffic safety requests regarding traffic control.
2. Reviews and approves evaluations and work orders regarding traffic control prepared by other traffic safety investigators.
3. Prepares engineering reports regarding modification to traffic control.
4. Prepares clear and concise work orders for the modification of traffic control.
5. Communicates and coordinates effectively with citizens and other County departments and divisions regarding Traffic Safety issues.
6. Prepares effective memos, and letters communicating with the public and others.
7. Performs analysis of data, warrants, and any other type of information.
8. Conducts and attends meetings with the public.
9. Reviews traffic control and construction plans.
10. Represents the Traffic Safety & Investigation Unit to other units, divisions, departments and agencies.
11. Uses personal computer for word processing and data gathering; maintains computer files for job-related projects and programs.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two years of an accredited program in civil engineering technology or civil engineering; AND, two (2) years experience in traffic engineering, with one (1) year of the two (2) in customer service handling traffic requests/complaints; OR, any equivalent combination of education and

SNOHOMISH COUNTY JOB DESCRIPTION

TRAFFIC INVESTIGATOR

Spec No. 3163

MINIMUM QUALIFICATIONS (Continued)

experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- manual on Uniform Traffic Control Devices, AASHTO Policy on geometric Design of Highways and Streets, Washington Administrative Code regarding traffic code, and manuals related to traffic hazard identification and/or elimination
- effective customer service techniques
- principles, practices and techniques of engineering related to traffic engineering & roadway design
- engineering mathematics as applied to area of assignment
- surveying principals and practices
- engineering plans, specifications and drafting procedures applied to area of assignment
- current literature trends, materials and issues in the area of specialization
- principles and practices of personal computer usage, especially calendars and word processing

Ability to:

- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- interpret and assess field data used for the area of assignment
- inspect and appraise the conditions of public works traffic projects
- understand and execute oral and written instructions
- independently plan, schedule and coordinate work assignments and prioritize conflicting work assignments
- communicate effectively with general public, other agencies, public officials, engineers, contractors, developers, and staff members
- lead, train, and review the work of other employees
- prepare a variety of correspondence, reports, and other written materials and documents
- assess the relative advantages and disadvantages of alternative courses of action
- use personal computers and job-related software

SNOHOMISH COUNTY JOB DESCRIPTION

TRAFFIC INVESTIGATOR

Spec No. 3163

SUPERVISION

Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems, although assistance from supervisor is available when especially difficult problems are encountered. Work is periodically evaluated by supervisor.

WORKING CONDITIONS

Work is performed in the office or in the field in varying weather conditions. Physical hazard from traffic and construction equipment at the work site may be present.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1993 as Traffic Safety Investigator

Previous Spec No. 420442

Revised: June 2000

Revised and Re-titled: April 2004

EEO Category: 3 - Technicians

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 1501 Hazardous