

UNION COUNTY

Job Description

JOB TITLE: Traffic Specialist

DEPARTMENT: Public Works

APPROVED BY: Director

DATE: November 18, 2025

PURPOSE OF POSITION:

Responsible for inspecting and maintaining traffic control devices on county roads. Develops and maintains inventories of county bridges, roads, and signs. Operates light, medium, and heavy equipment used in gravel, and paved road maintenance and plowing snow.

ESSENTIAL JOB FUNCTIONS:

1. Inspects, monitors new construction, maintains files, inventories, and makes related reports to the State for the Oregon Bridge Inventory on all county bridges. Reports necessary repairs based on inspection reports to supervisors.
2. Inspect, evaluate, maintain, repair, replace, and inventory all county traffic control devices.
3. Inspects, repairs, paints, and inventories railroad crossings within the county road system.
4. Monitors accidents on the county roads, gathers data from police agencies, photographs as necessary, and maintains file.
5. Makes related reports on vandalism and reports to police agencies.
6. Responsible for all traffic counts on county infrastructure.
7. Yearly inspects and inventories all road striping on county roads. Works with ODOT or other striping crew as needed.
8. Constructs new signs and barricades as needed and repairs same.
9. Does miscellaneous shop repairs and carpentry projects.
10. Maintains sign shop, sign tools, and equipment.
11. Responsible for inventory and purchasing of new signs and other traffic control devices within approved budget line item.

12. Research road issues using historical documents in road files, maps and surveys, road petitions, commissioner journals, and other available documents.
13. Repairs mailbox damage.
14. Maintains proficiency by attending conferences and meetings, reviews reports, reads professional journals, and meets with others in areas of responsibility.
15. Maintains work areas in a clean and orderly manner.
16. Flags traffic as needed.
17. Implements and maintains Temporary Traffic Control measures used in Public Works Department operations.
18. Other duties as assigned by the Public Works Director and Assistant Director

AUXILLARY JOB FUNCTIONS

Auxillary duties that may be assigned on a limited as needed basis include operating equipment, working with crew, plowing snow or other duties.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

MANDATORY REQUIREMENTS:

1. Have knowledge of metal, wood, and other sign materials. Experience in general maintenance of traffic control devices.
2. Knowledge of the MUTCD.
3. Have knowledge of bridge construction, maintenance, and inspections.
4. Have working knowledge of survey information and mapping.
5. Ability to perform recordkeeping and inventory operations.
6. Skill in operation of person computer including various software applications.

DESIRABLE REQUIREMENTS:

1. Previous experience with maintenance and installation of traffic control devices.
2. Previous experience with bridge maintenance and inspections.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon CDL Class A driver's license.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and many duties are physically demanding, requiring the movement of materials weighing up to 100 pounds. Movement of materials weighing 25 to 50 pounds may consume up to 50% of the work period. Duties require regular operation of light, medium, and heavy equipment and the use of hand tools. Activity and types of duties performed require manual coordination and dexterity.

WORKING CONDITIONS:

Some duties will take place outside of buildings with exposure to all types of weather conditions and terrains on a year-round basis; bio-hazardous waste, dirt, grease, oil, fumes, noise, and chemicals. Position is subject to emergency call out after normal duty hours.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Public Works Director or Director of Public Works.