

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 004045  
Grade 13**

**TRAFFIC SIGN AND MARKING AIDE**

**DEFINITION OF CLASS:**

This is field work conducting inspections related to the installation and removal of traffic signs and pavement markings. Contacts are with other unit or section employees and employees of other agencies to exchange information, or with civic association members or the general public to exchange information and answer complaints concerning traffic signs or pavement markings. An employee offers limited direct service or assistance to the public.

An incumbent in this class is responsible for conducting field traffic studies to evaluate proposed or existing signs and pavement markings in order to improve traffic flow and safety by utilizing the best combination of signage/markings. Work is received from the supervisor in the form of assignments from other traffic units (e. g., Executive Traffic Orders), requests from other agencies, written or verbal requests/complaints from the public, or direct observation of problems noted in the field. An incumbent carries out assignments independently, referring problems or unfamiliar situations to the supervisor for assistance. Work is reviewed upon completion for conformance with procedures. Specific guidelines are available to conduct the work; the employee selects and applies the appropriate law, policy or procedure applicable to the work. The complexity of the work involves the analysis of data gathered in field studies in order to evaluate the safety and effectiveness of traffic signage or pavement markings. Work effort contributes to the safe and smooth flow of traffic on County roads. An incumbent spends a majority of work time in the field, outdoors on road sides and driving a vehicle around the County. While conducting traffic studies, an employee is occasionally exposed to moving traffic hazards for which reflective vests are worn. The work involves occasional standing, walking, bending, crouching or occasionally lifting of objects weighing up to fifty (50) pounds, such as signs and sign posts.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Conducts traffic studies in response to assignments from other traffic units, implementation of Executive Traffic Orders, other agency requests, complaints from the public, and defect notices from the police. Collects data for technical reports related to field studies.
- Determines proper signage/placement of signage and pavement markings to improve flow of traffic and enhance safety.
- Prepares work orders to effect the fabrication, modification or installation of signs and pavement markings; specifies colors, dimension and location based upon prescribed standards.
- Observes roads in assigned area for damaged, faded, obsolete signs/markings. Prepares work orders to improve, repair, or replace as necessary.
- Meets with the public, members of civic associations and/or employees of other agencies in the field to clarify issues and respond to complaints.
- Maintains automated work order logs by making necessary entries to the data base.
- Consults data base to conduct research or retrieve information.
- Prepares scale drawings or sketches of intersections or road sections showing grades, sight distance,

road widths and other physical conditions.

- Prepares correspondence for signature of senior personnel in response to citizen inquiries and complaints.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the basic County, State, and Federal laws, codes, regulations and standards relating to traffic signs and pavement markings.
- Knowledge of basic science and math as they relate to field studies, preparing sign designs and marking layouts.
- Skill in preparing field sketches or scale drawings of roads and intersections in order to accurately convey field information.
- Ability to operate computer system to enter/retrieve data.
- Ability to independently conduct field investigations and inspections in environmental conditions that present moderate discomforts and risks.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to prepare and maintain accurate notes and records and to present oral and written reports.

**MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year experience applying laws and regulations concerning placement of traffic signs and pavement markings.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Established:** September, 1990

**Revised:** April, 2010

August, 2013