

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

**Code No. 203514
Grade 14**

TRAFFIC ENFORCEMENT FIELD SERVICE TECHNICIAN I

DEFINITION OF CLASS:

This is field service technical work at the entry level that involves setting up and operating automated traffic enforcement digital camera equipment to record the images of vehicles exceeding posted speed limits. An employee in this class learns rules and processes for maintaining, and then maintains, daily records of field service activity, equipment deployment logs, and documentation of public contacts, and acquires certifications in operation of a range of automated traffic enforcement equipment. Primary contacts are with a field service supervisor or the field service manager and co-workers; there is occasional contact with members of the public and with court staff. The purposes of the contacts involve exchanging information, explaining procedures, and testifying in court regarding procedures followed and actions taken. While this class of work involves talking with various members of the public, the provision of direct public service and assistance on a sustained basis is not a predominant characteristic of this class.

An employee in this class acquires and utilizes knowledge of the basic concepts and procedures of automated traffic enforcement in setting up and monitoring automated traffic enforcement equipment, which records and creates photographic evidence of speeding violations. Employees maintain daily activity reports, which include documentation of equipment inspection, field work performed, deployment details, and public contact. Employees download photo speed enforcement evidence for review by Automated Traffic Enforcement Unit (ATEU) support staff. An employee in this class uses initiative in learning, carrying out and becoming proficient in recurring assignments, which are to be performed independently without specific instruction; however, deviations, problems, and unfamiliar situations not covered by instructions are referred to a supervisor for decision or guidance. Guidelines, which include departmental SOPs, traffic laws, and equipment operating procedures, must be followed consistently and carefully in order that photographic evidence obtained will be recognized as evidence in support of the issuance of citations for speed violations, and as evidence which may be presented in court. Employees exercise judgment in applying guidelines in determining placement and adjustment of equipment. The work consists of related steps, processes, and methods in setting up, operating, and monitoring operation of equipment. The purpose of the work is to help ensure the accuracy, reliability, and acceptability of evidence of vehicle speed violations. The evidence obtained by employees in this class support further processes within the ATEU and court system. Work is performed out-of-doors, but employees spend the majority of their time in their vehicles monitoring photo radar equipment operation or at a computer console. Employees set up equipment in all types of weather and perform their work out of a van. They are exposed to occasional expressions of displeasure with automated traffic enforcement and occasional potential for injury from working nearby moving traffic, objects thrown up by passing vehicles, and risks related to placing sensors in the roadway. Safety precautions must be exercised when working near passing vehicular traffic, and safety equipment such as reflective vests and protective vests must be worn. Performance of the work of the class involves extended periods of sitting

when monitoring equipment operation, and the ability to occasionally lift or move and adjust equipment using up to fifty pounds of force.

EXAMPLES OF DUTIES: (Illustrative Only)

- Learns unit processes, and acquires knowledge of, and builds skills in, set-up and operation of the full range of the unit's automated traffic enforcement equipment.
- Using a computer at home station or in the field, deploys photo speed detection equipment based on legal requirements, street layouts, time of day, weather, speed compliance surveys, and consideration of previous day's activity; and monitors system operation.
- Drives a vehicle to various sites (street locations to fixed or portable camera units, or to operate mobile units), and may work out of a van the entire shift.
- Maintains records of daily activity, including equipment inspections, field work performed, deployment logs, and public contacts.
- Recommends equipment deployment locations to a supervisor based on information collected, and requests and assigns new location codes.
- Establishes and maintains effective working relationships with other ATEU staff, police officers, court staff, and members of the public.
- Prepares accurate documentation as required by the Police Department, ATEU, and the courts.
- Employs safety precautions and anticipates unsafe conditions in order to maintain the safety of self, others, materials and equipment.
- Explains basic traffic safety laws and automated speed enforcement equipment use to the members of the public and makes public awareness presentations (at schools, homeowner associations, etc.) explaining basic photo radar operation.
- Operates a two-way radio to report enforcement information, request assistance, and receive information from the Emergency Communications Center. Compiles and manipulates data for diverse entities' uses.
- Testifies in court regarding location assignment, applicable photo-speed laws, and operation and calibration of photo-speed equipment.
- Ensures proper care and maintenance of photo-speed equipment and two-way radio, and may schedule or deliver service van for maintenance.
- Attends technical training, acquires associated certifications and maintains re-certifications in operational photo radar components, including but not limited to camera function, computer error codes, principles of Doppler and Laser radar, and electronic tuning fork operation.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of mathematics sufficient to use unit equipment effectively, and the ability to use and apply formulas and measurements in daily work.
- Skill in use of, or ability to rapidly acquire skill in use of, computer hardware and software to deploy camera units remotely (including electronic tuning fork operation) from a console and in the field using a laptop, to troubleshoot problems, to prepare documents and to perform related functions.
- Ability to rapidly acquire knowledge of applicable State and County ordinances and laws, such as Transportation Article 21-809, to testify in court.
- Ability to use maps and acquire knowledge of various locations and street layouts, County-wide.
- Ability to communicate clearly and effectively with co-workers, court staff, and members of the public.

- Ability to establish and maintain effective working relationships.
- Ability to maintain complete and accurate records of work performed.
- Ability to set up and monitor the operation of photo-speed camera and related equipment, and to utilize a computer in downloading and transferring information to unit staff.
- Ability and willingness to work outdoors in all types of weather.
- Ability to lift battery packs, move and adjust mobile camera units and other equipment weighing up to, or requiring a force of up to, fifty pounds.
- Ability to obtain required certifications in photo components, including but not limited to camera function, computer error codes, principles of Doppler and Laser radar, and electronic tuning fork function.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience working in a position that involved public contact.

Education: Completion of high school or possession of a 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 or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuance in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with a Drug/Alcohol Screen.

Class Established: October 2006

Classification Study: December 2008 (M)

April 2010

Classification Study: December 2013 (M)