 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** 2005, 2019, 2020, March 2021

**Position Title:** Traffic Control Flagger

**Department:** Public Works

**Supervisor:** Assistant Road Master

**Position Summary:** A temporary position held within the Road Maintenance Department of Morrow County. Under the supervision of the Assistant Road Master, sets up and assists all traffic control and work zones for each department within Morrow County. Responsible for the intersection and verification of traffic control as per Traffic Control Training. Performs other duties including but not limited to pothole patching, cleaning equipment and vehicles, sweeping and shoveling, etc.

**Supervisory Responsibilities:** None

**Qualifications:**

* Education: High School diploma or equivalent; 18 years of age or older
* Required to possess or obtain the certification from traffic control training course
* Most possess a valid Oregon Driver’s License

**Skills/Abilities:**

* Equipment used: Automobile, radios, and other office equipment.
* Knowledge, ability and skill to identify problem, solve with respect to a wide variety of traffic situations.
* Ability to learn safety rules and regulations, and safety standards in traffic environments.
* Ability to respond to emergency "call outs" at any time of day or night.
* Ability to meet and greet the public in a courteous, polite and professional manner.
* Ability to learn and implement county procedures, regulations and requirements.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.

**Job Duties/Responsibilities:**

The traffic control duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

* Follow County policies and procedures.
* Techniques of traffic control.
* OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
* Federal and state safety laws and regulations.
	+ Skills in: Safe and efficient operation and maintenance of pickup trucks, flatbed trucks as well as miscellaneous hand-held tools according to standard operating and safety procedures.
* Using hand signals and direction signs to direct traffic around road construction sites.
* Communicating with other flaggers using hand-held radios to direct two-way traffic onto a single lane.
* Informing the construction crew of any traffic issues that may affect their safety.
* Appropriately positioning warning and detour signs around construction sites.
* Setting up barricades and traffic cones along construction sites to block off certain areas.
* Removing all signs, barricades, and traffic cones upon completion of construction work.
* Recording the license plate numbers of motorists who neglect to obey traffic signs and directions.
* Following safe work practices.
* Establishing and maintaining effective working relationships with co-workers.
* Following verbal and written instructions.
* Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

***Working Environment:*** Work is performed at either the South or North of all Morrow County Road System. Work is performed primarily outdoors. Work is required in construction sites, or public works facilities.

***Physical:***

* Ability to work outside in all types of weather and elements.
* Walk throughout the entire roadway, including temperature extremes, during day and night shifts.
* Employee occasionally works near moving mechanical parts and is occasionally exposed to wet and or humid conditions, and fumes.
* Perform Traffic Control and Flagging as needed following safety rules and regulations on all work zone and flagging sites, including placing signs, barricades, traffic cones, and other warning devices.
* Hand eye coordination is necessary to operate computers and various pieces of office equipment.
* While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear.
* The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
* The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

***Mental:***

* Ability to read English.
* Ability to establish and maintain effective working relationships with employees, contractors, other departments, and the public.
* Ability to follow written and oral instructions; ability to communicate effectively, both verbal and in writing.
* Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Reviewed Date