

# Bonner County Job Description



**Title: Traffic Control Specialist (Flagger)**

**Department: Road & Bridge**

**Supervisor: Foreman**

**Supervision Exercised: none**

**Job Description Revision: 11.19.2021**

**BOCC Approval: June 9, 2020**

<p><b>General Summary</b></p>	<p><b>Summary:</b> Performs a variety of work related to safety during the maintenance and construction of county roads. Primarily controls traffic for road and bridge project work so as to ensure the safety of both the work crew and the public.</p> <p><b>Other Information:</b> Work is recurring with occasional variances from the norm, requiring a low degree of complexity in the direction of traffic at assigned projects. Incumbent typically operates from established well-known procedures and regulations as he/she carries out one and two step instructions requiring common sense. Incumbent works under clear direction with regular supervision. Impact of this position is typically limited to the assigned project where most mistakes will be controlled and corrected without grievous results. Communicates regularly with coworkers and supervisors, as well as members of the public as communication is needed for the direction of traffic. Work is typically performed in an outdoor setting with regular exposure to inclement weather conditions, safety hazards created by traffic, and other uncomfortable conditions. Work generally involves low stress due to the work performed, but may have intermittent periods of high stress brought on by working long hours on continuous days. Typically requires travel that takes place primarily within the County limits.</p>
<p><b>Essential Functions</b></p>	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> <li>1. Ensures proper control of traffic thru the work zone to safeguard both workers and the traveling public. Provides instruction to drivers and communicates with other workers and flaggers throughout the day.</li> <li>2. Collects proper number of signs as needed for use within a project area. Ensures that signs are in good condition so as to effectively direct and route traffic within a work area.</li> <li>3. Ensures proper placement of signage at and around a project work area, compliant with all M.U.T.C.D. and other safety regulations. Adjusts signs as appropriate throughout the course of the project so as to maintain proper signage distances.</li> <li>4. Establishes other signs used for warning drivers of upcoming road hazards.</li> <li>5. Collects signs at the end of each day. For those signs remaining on location at the end of the work day, ensures that sign placement is appropriate and meets all safety criteria.</li> </ol>

<b>Secondary Functions</b>	<ol style="list-style-type: none"> <li>1. Serves in on-call status for off-hours or overtime work.</li> <li>2. Performs all other duties as assigned.</li> </ol>
<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent preferred but not required.</li> <li>2. Though no specific work experience is required, one year experience with a road working crew is highly preferred.</li> <li>3. Must possess proof of Idaho State Certification for Traffic Control.</li> <li>4. Must possess a current driver's license with history of good driving record.</li> <li>5. Ability to read, understand and use a variety of maps and signs used in the direction of traffic.</li> <li>6.</li> <li>7. Ability to carry out instructions in written, oral, or diagram form.</li> <li>8. Ability to be on call as needed for additional traffic control responsibilities during after hours and weekends.</li> <li>9. Ability to read and comprehend regular instructions as well as safety rules, maintenance instructions, etc.</li> <li>10. Ability to communicate effectively, both orally and in writing.</li> <li>11. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> <li>12. Basic knowledge of computer operation.</li> </ol>
<b>Working Conditions</b>	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires regular exposure to inclement conditions and temperature as incumbent performs job in an outdoor setting for much of the time. Work involves regular exposure to hazards as represented by oncoming traffic. Requires continual standing, hearing, grasping and repetitive motions; regular communication with others (hearing and talking, both in person and over the telephone); regular pulling, lifting and holding 10 pounds; frequent fingering, grasping, walking, and repetitive motions. Frequent climbing, reaching, feeling, standing, and all other physical actions needed to perform the essential functions of the job. Requires good general vision.</p>
<b>Disclaimer</b>	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_