



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: TRAFFIC CONTROL PERSON **SCHEDULE:** A

DIVISION: CIVIC OPERATIONS

DEPARTMENT: ROADS & FLEET

JOB SUMMARY:

The incumbent is responsible for safe and efficient installation of construction signs & barricades at construction sites as per Worksafe BC Regulations and the B.C. Traffic Control Manual for Work on Roadways. Responsible for monitoring compliance with Worksafe BC Traffic Control regulations for all City work zones. Further responsibilities include the repair, maintenance and inventory of construction signage and barricades, as well as maintaining the cleanliness and orderliness of the sign storage area. The incumbent is required to perform all aspects of traffic control including manual flagging as necessary, safe set up and tear down of signage and barricades in accordance with Worksafe regulations, detailed record keeping, and related duties as required. The incumbent is expected to work in a proactive manner with considerable independence of judgment and action. Work is evaluated in terms of safety and efficiency, quality and the attainment of desired objectives, as well as the ability to follow written and oral instructions. The nature of the work requires the incumbent to work outside in all weather conditions. Performs related duties.

MAJOR RESPONSIBILITIES:

Under the general supervision of a Roads Foreman, the incumbent performs various tasks such as:

- ensuring that the traffic control arrangements and procedures for the work are made known to all the people involved in the work;
- setting up the required traffic control devices and procedures before the start of work and removing them when they are no longer required;
- ensuring traffic control processes are in compliance with Worksafe BC requirements for all City work zones;
- maintaining and repairing construction signs and barricades;
- setting up temporary stop signs when required;
- keeping detailed written records on installation of temporary stop signs and work zones;
- maintaining the inventory of construction signs, barricades and metal legs;
- keeping construction sign storage area clean and organized;
- providing traffic control in work areas when required;
- providing traffic control direction to other employees, as required;
- notifying appropriate authorities for traffic disruptions using appropriate forms.

QUALIFICATIONS:

Education: Grade 12. Current Traffic Control Person Certification through the BC Construction Safety Alliance.

Experience: A minimum of three years of experience with construction site signage. A minimum two years T.C.P. experience.

Knowledge & Skills: Considerable knowledge of construction site signage and of the provincial Traffic Control Manual for Work on Roadways. Knowledge of Worksafe BC Regulations for Traffic Control. Strong communication skills. Ability to instruct and direct others in safe work practices related to traffic control. Demonstrated ability to receive and communicate specific instructions clearly, firmly, and courteously to the driving public. Ability to understand and effectively carry out written and oral instructions. Ability to recognize, rectify and/or report actual or potential safety hazards. Ability to build and maintain positive, cooperative working relationships. Must be able to work out of doors in inclement weather for extended periods of time. Ability to stand for extended periods of time and to move and maneuver quickly. Ability to keep and maintain detailed written records of job site signage & safety situations. Sufficient physical condition to perform the required duties. Excellent interpersonal skills to deal with internal customers, contractors and the public. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License:	Yes – valid BC driver's license, unrestricted Class 5 with a clean Driver's Abstract.
Vehicle Usage:	Yes – City owned vehicles.
Criminal Record Check:	N/A
Baseline Hearing Test:	Yes

Prepared by: Scott Cameron, Frank Blues
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