

## EXHIBIT C



### **Rhode Island Turnpike and Bridge Authority**

P.O. Box 437 | Jamestown, Rhode Island 02835-0437

*RITBA is accepting applications for the following position:*

#### ***Traffic Management Technician***

*(Full-time Position w/ Employee Benefits Package)*

#### **POSITION DESCRIPTION:**

Within the Rhode Island Turnpike and Bridge Authority's Traffic Management Center (TMC), works under the general supervision of a manager with some latitude for the exercise of initiative and independent judgement; work is reviewed while in process and upon completion for results obtained and conformance with departmental policies, objectives, rules, and regulations. Responsible for the rapid and efficient use of radio, telecommunications, Advanced Transport Management Systems (ATMS) equipment, and computers to provide emergency and non-emergency communications services to law enforcement, emergency response, departmental personnel and the general public; to control communications, including various information technology systems, recording information into a computer-aided dispatch system and a variety of databases, maintaining files, and ensuring the readiness of all TMC advisory equipment; to collect and disseminate data relative to bridge conditions and traffic operations as they relate to operations systems, video cameras, and computer-based systems; and to do related work as required.

#### **MINIMUM JOB REQUIREMENTS:**

- Associates degree or higher from a college of recognized standing, preferred course study in communications
- Progressive employment within a public safety emergency response center, a public works or traffic management operations center or other computer-aided dispatch system as a fleet operations dispatcher, communications technician, or in a responsible position involving field operations or business involving computer-aided communications network systems.
- Any combination of education and experience that shall be substantially equivalent to the above education and experience.
- Post offer pre-employment background check
- Strong computer skills, including Microsoft Office Suite and a working knowledge of basic operation

## **ESSENTIAL RESPONSIBILITIES:**

- Responsible for the rapid and efficient use of radio, telecommunications, Advanced Transport Management Systems (ATMS) equipment, and computers to provide emergency and non-emergency communications services to law enforcement, emergency response, departmental personnel, and the general public.
- To control communications, including various information technology systems, and a variety of databases, maintaining files, and ensuring the readiness of all TMC advisory equipment.
- To collect and disseminate data relative to bridge conditions and traffic operations as they relate to operation systems, video cameras, and computer-based systems.
- To operate various communications system equipment involving the collection, processing, and dissemination of information and data relative to the maintenance and safe operation of Authority roads, bridges, and traffic signals.
- To enter events and incidents into the ATMS as well as to compile and interpret data related to the TMC (i.e. crash, emergency, courtesy patrol, etc.).
- To notify and dispatch authority personnel when necessary, to respond to emergency and non-emergency events such as crashes, road hazards and weather events.
- To monitor traffic and conditions on the roadways by actively observing electronic devices and to provide assistance by verifying accidents or incident locations and/or direction.
- To prepare and program messages to be displayed on variable/dynamic message signs and to operate and retrieve local weather data/forecasts from weather services.
- To document reports and/or complaints by law enforcement agencies, fire departments and citizens in ATMS regarding road hazards (i.e. debris, potholes, etc.) and other concerns.
- To assist with administrative duties (e.g. organizing files, cleaning operator's work area, etc.), test systems and equipment, and enter a log report of operational status during off peak periods.
- To do related work as required

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- A working knowledge of the operation and use of a multi-talk group trunked two-way radio including related communication system equipment and computer
- A working knowledge of the operation of a computer and considerable knowledge Microsoft Word and Excel
- The ability to operate special video monitoring equipment, computers, and software effectively within prescribed practices and procedures
- A working knowledge of the principles and practices of office record retention and maintenance
- The ability to communicate, both oral and written, to establish and maintain collaborative working relationships
- The ability to communicate effectively in stressful situations, to send and receive oral and written information, data, and instructions
- The ability to use independent judgement in handling exceptions to established work assignments, priorities, and schedules
- The ability to maintain confidentiality with law enforcement communications
- Emergency management/response experience is desirable

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

- At the time of appointment and continually thereafter, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
- Employee is deemed to be essential personnel and required to report for scheduled activities during adverse weather conditions.
- TMT must be available around the clock, so they often have to work evenings, weekends, and holidays. Overtime and long shifts—sometimes 12 hours—are common. The pressure to respond quickly and calmly in alarming situations can be stressful.

*\* This job description represents general duties and is not intended to list every specific function of this class title.*

*The general RITBA application for employment is available on our website at <http://www.ritba.org/employment-opportunities/>*

*The application period is open until the position is filled.*

*Applications w/ personal resume shall be submitted:*

- 1) *By email to: [atasso@ritba.org](mailto:atasso@ritba.org)*
- 2) *By Mail to:  
PO Box 437  
Jamestown, RI  
02835*

*The Rhode Island Turnpike and Bridge Authority is an equal opportunity employer.*