

CLASSIFICATION: HIGHWAY SAFETY FIELD REPRESENTATIVE

Class Code: 5084-24

Date Established: 10-26-67

Occupational Code: 7-5-3

Date of Last Revision: 07-11-14

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate new and existing highway safety programs, needs, and objectives in accordance with New Hampshire Highway Safety Agency rules and federal regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Contacts city and town officials to provide information on programs available for funding in accordance with federal rules and regulations.
- Coordinates funding application process with local officials to ensure compliance within guidelines.
- Reviews project applications to determine their importance in highway safety or funding qualifications.
- Monitors on-going and completed projects to determine impact and cost effectiveness.
- Maintains highway safety records and files in order to evaluate projects.
- Assists in the development of annual Highway Safety Plan in order to target areas for funding.
- Prepares and presents talks before public groups on highway safety programs and issues.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with major study in safety, management, administration, economics, law enforcement or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in a vehicular transportation agency, in an allied government regulatory activity, highway safety, highway enforcement or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of a valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of traffic safety problems relating to law enforcement activities. Knowledge of the laws and regulations governing traffic safety on national as well as state and local levels. Knowledge of methods and techniques of disseminating information to the public and of the facilities and media applicable. Ability to study and analyze traffic safety problems and prepare complex reports. Ability to implement programs designed to improve traffic safety throughout the state. Ability to speak effectively before public and private groups. Ability to establish and maintain harmonious relationships with federal, state and local authorities and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.