

TRAFFIC CONTROL COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Traffic Control Coordinator is responsible for designing, coordinating, planning, and advising on traffic control plans for construction projects and special events. Work will involve: coordinating road closures, traffic control, and signalization issues with other government municipalities, the Police Department, Fire Department, Traffic Signals, Traffic Operations, and other City departments; preparing traffic control plans for special events (City sponsored, City co-sponsored, and private events) to ensure compliance with established traffic engineering practices and principles; assisting and advising outside event coordinators with traffic control plans for various events; responding to inquiries and complaints from the general public, contractors, developers, and other City departments on traffic control; responding to and monitoring traffic control in emergency situations (weather events, power outages, water main breaks, etc.); documenting customer contacts, traffic control plans, and inspections; and training City staff on traffic control and barricading. This class performs related duties as required.

Distinguishing Features: An employee of this class performs paraprofessional and technical traffic engineering work and may be called out for emergency work. Work is performed independently with minimal supervision. Daily duties and assignments require the application of independent judgment, initiative, and decision-making regarding the planning, design, and review of traffic control plans and set-ups. Work involves frequent contact and communication with the public and other departments within the City. A Traffic Control Coordinator reports directly to a Senior Traffic Control Coordinator who reviews work through reports, conferences, and the evaluation of results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in traffic control barricading.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. At least two years' experience in Traffic Engineering or Civil Engineering. Experience dealing with the public concerning difficult matters. Certification as an American Traffic Safety Service Association (ATSSA) Traffic Control Supervisor.

ESSENTIAL FUNCTIONS

Communication: Attends special event committee meetings (races, parades, festivals, and other special events). Works with event coordinators, Police, Parks and Recreation, and other City departments to ensure safety and compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and the City of Mesa Temporary Traffic Control Manual. Advises City departments, contractors, and the general public regarding traffic barricade plans and procedures. Communicates with contractors, utility companies, and City staff to develop phasing and barricading plans prior to construction. Responds to inquiries and complaints from the general public, contractors, developers, and other City departments on traffic control policy and enforcement. Communicates and responds to a demanding and diverse public in answering questions, explaining City policies, and handling complaints. Prepares written documents including customer contact records to document traffic control plans, inspections, and compliance with clearly organized thoughts and using proper sentence construction, punctuation, and grammar. Presents technical information clearly, both verbally and in writing, at a level appropriate to the audience. Trains City staff on traffic control and barricading issues.

Manual/Physical: Monitors traffic control at construction sites, including road and street construction and off-site construction sites affecting traffic flow and street access. Responds and assists in emergency situations requiring traffic control. Monitors traffic control set-up, transition, and takedown at special events to ensure safety and compliance with the MUTCD and the City of Mesa Temporary Traffic Control Manual. Inspects projects in progress or upon completion to ensure conformance to specifications. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to various sites and locations to conduct field inspections. Moves objects of up to 50 pounds such as traffic cones, barricades, portable signs, etc., for distances of up to 100 feet. Operates a variety of office equipment such as a personal computer (PC), fax machine, telephone, printer, plotter, etc. Meets scheduling and attendance requirements.

Mental: Performs mathematical calculations including taper length computations in order to determine appropriate warning sign locations. Plans, reviews, and designs traffic control plans to ensure compliance with the MUTCD and the City of Mesa Temporary Traffic Control Manual. Estimates barricade costs and reviews invoices for accuracy in pricing and quantity. Prioritizes own work. Learns job-related material through on-the-job training regarding City policies, Transportation policies, and the MUTCD and the City of Mesa Temporary Traffic Control Manual.

Knowledge and Abilities:

Knowledge of:

the symbols and terminology used in engineering drawings;
engineering maps, plans, and records;
traffic engineering principles and practices;
traffic laws and regulations pertaining to traffic control;
MUTCD;
AASHTO Chapter 9; and
City of Mesa Temporary Traffic Control Manual.

Ability to:

review barricade invoices for accuracy in pricing and quantity;
coordinate the work of others involved in traffic barricading and control;
present very technical information and ideas in an easily understandable manner when communicating with individuals with little knowledge of traffic barricading;
coordinates work schedules to meet pre-scheduled and emergency situations;
plan, organize and supervise the set-up and removal of barricading as needed to effect timely and quality completion of projects;
prioritize daily work assignments;
develop and conduct training programs on temporary traffic control for City employees and other organizations;
provide concise and clear directions to City crew members either directly or through their respective supervisors;
establish standards for barricading on City streets;
maintain the City of Mesa Temporary Traffic Control Manual;
interact with contractors, utility companies, and City forces to develop phasing and barricading plans prior to construction;
inspect projects in progress or upon completion to ensure conformance to specifications;
evaluate traffic conditions and emergency situations in the field and quickly determine appropriate action required;
resolve barricading problems and questions presented by the general public or City employees;
provide traffic control advice and assistance to other City departments, consulting engineers, private contractors, and the general public regarding barricading for operations, maintenance, construction, or special events;
prepare traffic control drawings from sketches, verbal descriptions, and specifications; and
establish and maintain effective working relationships with management, coworkers, and representatives from other City departments, utility agencies, barricade companies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/25

RM/js/ah

CS4533.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 52

IND-5560

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 67-200