

## TRAFFIC OPERATIONS CREW LEADER

### JOB DESCRIPTION

**Classification Responsibilities:** A Traffic Operations Crew Leader is responsible for performing a variety of skilled work involved with the installation and maintenance of striping and marking symbols. This position leads and participates in the daily activities of a crew performing semiskilled tasks laying out and painting lane lines, crosswalks, stopbars, and railroad crossings for traffic control purposes, and provides records management by maintaining computerized work activity on a daily basis. In addition to performing striping work tasks with the Traffic Operations Workers, an employee in this class assigns and oversees work activities in the shop and field. This class is responsible for performing related duties as required.

**Distinguishing Features:** This class is distinguished from the Traffic Operations Worker class by its continuing on-site supervision of a crew. It is distinguished from the Traffic Operations Foreman by not having full-supervisory responsibility, nor providing technical guidance and direction for an entire work unit. The Traffic Operations Crew Leader is subject to call-out for emergency work and must be willing to work overtime as required. Work is performed under the general supervision of a Traffic Operations Foreman. 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, or experience equivalent to at least one year of experience in the painting and maintenance of street markings.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification.** One year of supervisory experience preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public to relay information about sign installations near private property, the trimming of trees to clear view of signs, and to answer general questions. Communicates with other City employees regarding instructions for work associated with sign installation and removal, and to coordinate blue staking and related field activities. Instructs others in a classroom setting regarding the operating procedures to be followed. Prepares written daily work reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to convey necessary information on the crew's operation to the supervisor.

**Manual/Physical:** Draws field and area position maps to direct employees to the proper routes and locations for the installation of new traffic control signs. Measures distances to determine proper

locations for the installation of new signs and traffic control devices, and to lay out and design signs. Operates equipment such as: electric hand drill, shear, drill press, and grinder. Moves objects/materials such as: signs, posts, tools, traffic counters, boxes of striping powder, bags of ready-mix concrete, and assembled signs, weighing up to 90 pounds a maximum of 100 feet using an aid to assist. Bends or stoops repeatedly to mark locations for signs and other related equipment to be installed at specific locations in the field. Climbs ladders and steps to install, maintain, or replace signs. Works at a maximum height of 17 feet and walks over rough, uneven, or rocky surfaces in installing, repairing, and maintaining traffic control signs and equipment. Works in a variety of weather conditions. Detects traffic sounds when working near moving traffic, backup warning devices when working around moving equipment, sirens, and calls for help. Operates die cut letter machine, computer sign machine, airless paint gun, paint grinding machine, lawn mowers, vacuum sweepers, buffers, hand drills, drill presses, 12" chop saws, bench grinders, bench sander wheel and belt, explosive charge bolt guns, bench-mounted power pipe threaders, tampers, jack hammers, and similar types of small power-driven equipment. Digs up ground for ditches and holes using a sharp shooter and a jaw or auger type post hole digger for the installation of traffic control signing. Uses common hand tools, such as: a hammer, saw, screwdriver, speed ratchet, and open-end wrenches to repair, replace, install, or reset traffic control signs. Meets scheduling and attendance requirements. Observes and inspects field and shop equipment to determine compliance with the Traffic and Streets safety manual and operating instructions pertaining to the sign unit and striping unit operation. Perceives the full-range of the color spectrum to select and install signs and pavement markings to the proper standards of the Manual of Uniform Traffic Control Devices. Detects odors such as propane. Uses graphic instructions, such as: drawings, blueprints, working layouts, water plats, aerial photographs, etc., to install signs, pavement markings, and other traffic control devices in their proper location and order. Sets up or removes traffic control signs and stands, flag trees, and cones to protect the work site and workers from moving traffic. Cleans work area using a broom, pressure washer, mop, or other appropriate tools to keep area neat and clean of waste materials. Cleans equipment and vehicles at the work site and in the shop, using appropriate materials to keep the area in good shape and vehicles up to department standards. Digs dirt for signpost installation and disposes of debris. Washes walls, windows, mirrors, etc., using a sponge, squeegee, and appropriate cleaning solutions to wash sign faces. Works around or uses potentially hazardous materials requiring the use of normal protective equipment including non-tight fitting respirators, safety glasses, and hearing protection (*by assignment*).

**Mental:** Estimates labor or material costs from blueprints or work plans. Calculates taper lengths, sign spacing, material needs, and barricade layouts. Comprehends and makes inferences from written material to prioritize and assign work to personnel and prioritize own work. Reviews the work of others in the field and shop to ensure conformance to standards. Learns job-related material through oral instruction and observation (on-the-job training) regarding field assignments, and through structured lecture and reading (classroom) regarding the required math and supervisory training.

**Knowledge/Skill/Abilities:**

Knowledge of:

traffic sign and control device installation and maintenance procedures;  
pavement marking procedures, materials, and maintenance;  
safety procedures and practices for working in heavy traffic;  
basic traffic control procedures utilizing barricades and traffic cones;

the principles and practices of employee supervision and evaluation; and the Manual on Uniform Traffic Control Devices.

Skill in the operation of a variety of hand tools, power-driven tools and machinery, equipment, and vehicles.

Ability to:

install and replace traffic control devices and pavement markings;  
program and field install traffic counters and classifiers;  
interpret maps, blueprints, and blue stake markings;  
formulate traffic distances and the positions of traffic symbols;  
evaluate employee performance; and  
establish and maintain effective working relationships with management, other City employees, 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.

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JOB FCTN-TEC

INCREMENTS 49-200

PAY GRADE: 42

IND-5506

SWORN-No