

## TRAFFIC OPERATIONS FOREMAN I

### JOB DESCRIPTION

**Classification Responsibilities:** Under general direction, a Traffic Operations Foreman I supervises a crew engaged in the installation, replacement, and maintenance of street and traffic control signs and oversees overhead sign installations, or supervises a crew engaged in all layout and painting of mainline/shortline pavement markings. This class performs related duties as required.

**Distinguishing Features:** An employee of this class directly supervises the installation, maintenance, and replacement of the City's street and traffic control signs or mainline/shortline pavement markings. Duties may also include installing, replacing, and maintaining signs and markings as needed. This class is distinguished from the Traffic Operations Foreman II by the latter having direct supervision over multiple signing or striping work groups. On occasion, work requires some physical exertion, frequently under adverse climate conditions. Hazards include working around heavy traffic. This class may be subject to call-out during off-duty hours. This class reports to the Traffic Operations Foreman II who reviews work through observation, reports, meetings, and results achieved, and may fill in for supervisor in supervisor's absence. 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 three (3) years of experience in the installation, replacement, and maintenance of signing or pavement markings.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must successfully complete the City-sponsored bucket truck certification program prior to the completion of probation (*by assignment*). Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from high school or GED preferred. One year of experience in a supervisory or lead capacity is highly desirable. Supplemental coursework in management, leadership, or related areas is preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, and other public officials in order to explain the work being done at a set location and the

materials used to do the job. Instructs and trains staff in new or revised techniques and procedures including but not limited to equipment operation. Prepares written documents such as responses to customers, daily logs, performance evaluations, daily crew-time reports, and weekly vehicle mileage reports with clearly organized thoughts and proper sentence structure, punctuation, and grammar. Communicates information to staff, management, and the general public. Follows verbal and written instructions regarding signing and marking installation and related activities.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, and federal and City regulations. Inspects, monitors, and evaluates work-related conditions to determine compliance with prescribed operating and safety standards. Performs daily inspections to ensure that all equipment is in safe operating condition, reporting major problems to Fleet Services Support for service, repair, or replacement and to ensure that an adequate inventory of materials and supplies is available to complete the assignments for the day. Operates a City vehicle requiring a standard Arizona Driver's License to travel to various work sites in order to inspect work of subordinates and respond to problems or concerns. Operates hydraulic-driven machinery, such as a jackhammer, sanders, or grinders to complete routine tasks. Uses common hand tools, such as hammers, saws, screwdrivers, drills, band saws, tin snips, cutting torches, and shovels. Operates a variety of standard office equipment, such as a calculator and computer to prepare reports. Enters data into a personal computer (PC) to maintain signing and striping inventory and prepare reports. Enters data and performs quality control of data entered into Computerized Maintenance Management System. Monitors inventory status of materials to keep employees notified of changes. Performs physical inventories of stock on hand. Moves objects (barricades, portable stop signs, etc.) up to 30 pounds for distances of 30 feet and moves material from one place to another using a handcart or work truck. Lifts and carries medium-to-heavy materials needed to complete a job, using a cart or other aid to assist. Detects hazardous situations on the job such as audible traffic sounds, backup warning devices when working around moving equipment, sirens, and calls for help. Sorts and files service requests and work orders when completed. Cleans work area and equipment. Sets up traffic control to close lanes where work is being performed. Works in a variety of weather conditions year-round. Works in small cramped areas (bucket truck and striping truck maintenance). Works at elevated levels (maximum height of 25 feet) while performing overhead sign installation. Works around or uses potentially hazardous materials requiring the use of specialized equipment (*by assignment*). Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of a field crew. Supervises and evaluates the work of staff in the installation and maintenance of signs and markings. Prioritizes own work and prioritizes and assigns work of staff. Outlines work assignments for the day and assigns crew members to various aspects of the project to ensure efficient and effective utilization of equipment and manpower, and to facilitate the timely completion of the day's work. Establishes and enforces work standards and operating procedures to ensure that jobs are completed safely, in a timely manner, and in conformance with established quality standards. Determines appropriate placement of traffic control to safely reroute traffic away from the work area. Participates in hiring and discharge activities, prepares performance evaluations, initiates disciplinary actions, and serves as management's representative in the first step of the disciplinary process. Resolves procedural, operational, and/or other work-related problems. Coordinates work activities with other City departments. Performs mathematical calculations or related activities to ensure instructions for sign and marking installation and maintenance, and other

assignments are completed properly. Comprehends and makes inferences from written work orders to complete assignments. Understands and interprets blueprints, schematic drawings, and layouts. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge of:

the procedures, equipment, tools, and materials used in the installation, replacement, and maintenance of signs and markings;  
the occupational hazards and safety precautions of the trade;  
bluestake procedures;  
City of Mesa Traffic Barricade Manual and the Manual on Uniform Traffic Control Devices;  
safety practices and procedures to be used when working near heavy traffic;  
materials, manpower, and equipment needed to complete sign and marking installation projects;  
database and Computerized Maintenance Management Systems; and  
the principles and practices of employee supervision and training.

Ability to:

prioritize work assignments based on a variety of factors including severity of problem and degree of hazard to the public;  
assign employees to work projects and outline work to be done;  
review work while in progress and upon completion to ensure compliance with plans and directives;  
assist staff with more difficult projects;  
install and replace traffic control and street signs or pavement markings;  
perform moderate to heavy manual labor outdoors in temperature extremes for extended periods of time as needed;  
ensure that employees are following prescribed safety precautions;  
evaluate staff and complete performance appraisals;  
instruct and give technical advice to personnel in the use of equipment, vehicles, safety procedures, personal computer programs, and testing devices;  
plan, assign, and supervise the work of staff;  
be tactful with the general public;  
learn the policies and procedures of the Transportation Department;  
determine what equipment, tools, manpower, and materials will be needed to complete assigned projects; and  
establish and maintain effective working relationships with management, coworkers, and subordinates.

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 8/23  
CDP/lr/co  
CS4178.DOCX  
EEO-SCW  
JOB FCTN-TEC  
INCREMENTS 67-200

PAY GRADE: 48  
IND-5506  
SWORN-No