

TRAFFIC OPERATIONS FOREMAN II

JOB DESCRIPTION

Classification Responsibilities: Under general direction, a Traffic Operations Foreman II supervises and coordinates the activities of the sign shop and the field crews engaged in the fabrication, installation, and repair of street and traffic control signs, or supervises all layout and painting of pavement markings; performs related work as required.

Signing Assignment: An employee in this class supervises and may participate in the fabrication, installation, maintenance, and repair of the City's street and traffic control signs. The Traffic Operations Foreman II is responsible for supervising and directing activities of field crews and sign shop personnel to ensure the quality and quantity of work performed is in compliance with applicable safety standards and operating policies.

Striping Assignment: An employee in this class supervises the mainline and shortline striping crews who lay out and paint crosswalks, symbols and legends and removes obsolete traffic control striping and markings.

Distinguishing Features: An employee in this class is responsible for: long-range scheduling, coordinating the work of several crews or staff, and working with contractors, material suppliers, and supervisory and managerial staff in other City departments. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving scheduling, equipment needs, and related operating problems to ensure efficient and effective daily use of assigned equipment and manpower. Work also includes responsibility for determining equipment needs and ordering materials and supplies by going through the bid process. On occasion, work requires some physical exertion frequently under adverse climatic conditions. Hazards include working around heavy traffic. Work is subject to stand-by and call-out during off-duty hours. This class reports to the Traffic Operations Supervisor who reviews work through observation, reports, meetings, and results achieved. This class is distinguished from the Traffic Operations Foreman I by having responsibility for long-range scheduling, ordering materials, and coordinating contracts. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. 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 5 years experience in sign fabrication, installation, or maintenance (*Signing Assignment*), or in traffic painting (*Striping Assignment*). Two years of experience working in a supervisory capacity.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Supplemental coursework in management or related areas is preferred. Personal computer (PC) experience is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with general public, other City employees, vendors, management, public officials, and contractors. Responds to contacts from citizens, establishes timetables, coordinates activities, and relays information regarding job progress, so that projects are completed in a timely manner. Instructs and trains staff in a classroom setting regarding data entry, and standard operating procedures. Prepares written documents such as: monthly reports, inventory reports, daily work reports, invoices for payment, purchasing quotes, and performance evaluations with clearly organized thoughts and using proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedure and federal and state regulations for signs and markings. Inspects and monitors maintenance contracts and service agreements to ensure that the terms of the contract or agreement are being met, by inspecting work in progress or completed jobs. Inspects, monitors, and evaluates work-related conditions to determine compliance with prescribed operating and safety standards. Detects traffic sounds when working near moving traffic, backup warning devices when working around moving equipment, sirens and calls for help. Operates a motor vehicle requiring a valid Arizona Driver's License to monitor job sites and respond to customer inquiries and complaints. Operates a variety of standard office equipment, such as a calculator and computer to prepare reports. Enters data into a personal or laptop computer in order to maintain sign inventory, retrieve Global Positioning System (GPS) locates, and prepare reports. Utilizes the Geographic Information System (GIS) and GPS to track assets. Performs physical inventories of entire sign stock or paint supplies. Moves objects (barricades, portable stop signs) up to 30 pounds a distance of 30 feet. Sets up and removes barricades, traffic cones and all traffic control devices to safely secure a work site. Meets scheduling and attendance requirements.

Mental: Plans, organizes and directs the activities of the signing or striping crews. Supervises and evaluates the work of subordinate personnel. Prioritizes own work, work of others, and assigns work to personnel. Establishes and enforces operating procedures and work standards to ensure the job is completed in a safe and timely manner in conformance with City and federal specifications. Resolves procedural problems and answers questions by explaining City policy and departmental regulations. Coordinates work activities with other City departments. Performs mathematical calculations, statistical computations, and cost analysis to determine the cost for inventory and maintenance activities. Assists in preparing the department budget by estimating and preparing budget projections for material and equipment. Comprehends and makes inferences from work orders to complete assignments. Comprehends and makes inferences from service requests to determine if the City has responsibility for authority in the matter. Understands and interprets detailed plans and technical drawings in order to prepare cost projections and complete projects. Learns job-related material through on-the-job training regarding new equipment and material usages. Learns job-related material in a classroom setting regarding supervisor practices and principles, and traffic regulations. Oversees and assists in writing bid specifications for specialized equipment and materials used on projects. Attends pre-construction

conferences and final walk-throughs for contracted street construction projects, improvements and structures with related traffic operation functions and responsibilities. Updates, adds, and modifies any changes to the Procedures Manual. Writes specifications for the Mesa Standard Details and Specifications book.

Knowledge and Abilities:

Knowledge of:

the procedures, equipment, tools, and materials used in signs and markings;
the occupational hazards and safety precautions of the trade, as well as safety practices and procedures to be used when working near heavy traffic;
traffic control practices as outlined in the City of Mesa Barricade Manual and Procedure Manual;
GIS and GPS locating equipment, computerized maintenance management system, application practices and procedures for various types of sign installation, design, and fabrication; and
the principles and practices of employee supervision and training.

Ability to:

supervise employees by participating in hiring and discharge activities, preparing performance appraisals, initiating disciplinary actions, and serving as management's representative in the disciplinary process;
prioritize work assignments based on a variety of factors including the severity of the problem and hazard potential to the public;
assign individual 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 workers with more difficult projects;
comprehend, train, and answer questions associated with the computerized maintenance management system and inventory database;
establish and enforce work standards and operating procedures to ensure that jobs are completed in a timely manner in conformance with City and federal specifications and appropriate safety practices and procedures;
instruct and give technical advice to personnel in the use of equipment, vehicles, safety procedures, and testing devices;
prepare a variety of forms, records, and reports associated with work completed and project cost, including invoices for equipment, materials and supplies, crew time sheets, vehicle mileage and usage reports, and vehicle and equipment repair orders;
prepare annual projections of manpower, equipment, and material needs for the section's budget;
develop long-range work schedules based on identified work to be done, manpower, and equipment requirements to complete the work, and manpower and equipment available to complete the work;
meet with contractors, project foreman, etc., to establish timetables and coordinate activities to minimize delays in project completion, and reduce costs in completing required construction, maintenance, or repair duties;
respond to customer contacts and citizen complaints by investigating problems and answering questions;
determine if the City has responsibility or authority in the matter, and contact the person initiating the contact to resolve the situation or problem in a professional manner;

monitor maintenance contracts and service agreements to ensure that the terms of the contract or agreement are being met by inspecting the work in progress or the completed job, reviewing and authorizing changes, and noting deficiencies for remedial action;
learn the policies and procedures of the Transportation Department;
maintain traffic counters and computerized inventory systems;
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.

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INCREMENTS 67-200

PAY GRADE: 49

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