

TRAFFIC OPERATIONS SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Traffic Operations Supervisor is responsible for supervising the traffic signs and markings activities of the Traffic Operations Unit within the Transportation Department. The incumbent is also responsible for the coordination of street marking work with the street resurfacing work schedule. Work also involves the preparation and management of the unit's operating, maintenance, and capital budgets. The position performs related work as required.

Distinguishing Features: The Traffic Operations Supervisor is responsible for: the overall coordination and oversight of the daily operational matters related to the installation and maintenance of the City's street and traffic control signs; and the layout and painting of curbs, street markings, and parking lots. The Traffic Operations Supervisor reports to the Transportation Field Operations Superintendent who reviews work through conferences and reports of problems encountered and results achieved. Work is subject to call-out during off duty hours. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Traffic Engineering, Civil Engineering, or a related field. Considerable (3 - 5 years) experience in Transportation Field Operations, preferably in Traffic Operations. At least two years of supervisory experience, preferably in a municipal setting.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Supplemental coursework in management or related areas is preferred.

ESSENTIAL FUNCTIONS

Communication: Provides staff with instructions and direction in work procedures, safety practices, technical aspects, methods, departmental policies, plans, specifications, field installations, and related requirements. Gives direction to crew members either directly or through the foremen. Communicates with, and responds pleasantly to, a demanding and diverse public in answering questions, explaining City policies, and handling complaints.

Manual/Physical: May assist during emergency or on-call situations setting up barricades, installing street and traffic control signs, and/or other physical activities which may be required on the work site. Operates a motor vehicle (pickup truck) requiring a standard Arizona Driver's License to monitor and review the progress or completion of work performed.

Mental: Plans, organizes, coordinates, and supervises the installation, repair, and maintenance of signs and markings. Schedules projects and orders necessary materials and equipment. Reviews projects in progress or upon completion to ensure conformance with plans and specifications. Adjusts work schedules to meet emergency conditions. Supervises and evaluates the work of staff. Recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, and work schedules and assignments. Administers personnel and related policies and procedures. Analyzes program achievements by evaluating activities to ensure efficient operations, compliance with objectives, policies, and procedures, and implements changes where needed. Develops work standards and operating procedures for higher managerial approval. Prepares purchase requisitions, accident reports, and reports of claims against the City. Participates in the establishment and implementation of work and safety standards. Determines equipment, materials, level of work, and time needed for specific projects. Plans, coordinates, and reviews traffic operations and maintenance activities. Maintains records and maps regarding completed projects.

Knowledge and Abilities:

Knowledge of:

the principles and practices of traffic engineering;
traffic signs, traffic barricading, striping work, and associated equipment;
traffic laws and regulations pertaining to traffic control;
the manual on Uniform Traffic Control Devices;
the hazards and safety precautions to be observed in traffic operations work; and
the principles and practices of employee supervision and training.

Ability to:

present recommendations effectively both verbally and in writing;
supervise the daily operational matters of the installation and maintenance of the City's street and traffic control signs, and layout and painting of curbs, street markings and parking lots;
adjust work schedules to meet emergency conditions; and
effectively communicate with employees, professional staff, management and the 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 6/15

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EEO-SCW

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 49

SECURITY-No

CDL-No

IND-5506

SWORN-No