

TRAFFIC CONTROL SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Traffic Control Supervisor is responsible for supervising staff who design, coordinate, plan, and advise on traffic control plans for construction projects and special events. Duties include: planning and prioritizing own work and work of others involved in traffic control; resolving procedural, operational, and other work-related problems by gathering information, evaluating, and making a decision; evaluating technical information and plans; developing and maintaining a standard operating procedure manual for the temporary traffic control unit; reviewing and approving issued permits and reviewed traffic control plans for large scale, highly complex projects and special events; maintaining the Temporary Traffic Control (TTC) Manual and TTC Rules and Procedures; researching technical information from the Manual on Uniform Traffic Control Devices (MUTCD) and TTC manuals; developing traffic control measures to implement in response to complaints or emergency situations; providing recommendations for the City barricading rental services contract to ensure conformance with issued permits, traffic plans, and project specifications; performing research and evaluating newly-developed products and practices in temporary traffic control methods for local use; developing and presenting training programs on temporary traffic control for City employees and other organizations; participating in department strategic planning efforts to prepare and present reports on general traffic control related concerns to management; reviewing and approving barricade invoices for accuracy and quantity; evaluating traffic conditions and emergency situations and determining appropriate action; providing 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; and conducting on-site inspections for temporary traffic control setup in the City right-of-way for large scale, highly complex projects and special events. Work also involves reviewing TTC permit applications for traffic control restriction fee verification; conflict resolution with City departments of permitted contractors; coordination of temporary traffic control impacts with other City departments and public agencies; reviewing engineered drawings and plans; resolving traffic control plan correction requests with contractors; issuing TTC Permits; and providing public notification with GIS mapping. An employee of this class may be called out for emergency conditions response. 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. This class is distinguished from the Senior Traffic Control Coordinator class by the responsibility for the Traffic Control unit's performance, more advanced subject matter expertise, developing and monitoring of the unit's budget, strategic planning for the unit, and developing team and unit metrics. Responsibilities also include final approval of permits and traffic control plans for large-scale, highly complex projects and special events; reporting unit metrics and long-term benchmarks; and managing the Barricade Rental Services contracts. The Supervisor is responsible for the unit adhering to City Code Chapter 10 and updating the City's TTC Manual. Additionally, this role assigns special projects to TTC staff, collaborates with the City Legal Department on litigation, and participates in departmental and citywide strategic planning efforts. This class is supervised by the City Traffic Engineer. This class is FLSA exempt-administrative.

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 an accredited college or university with a Bachelor's degree in Traffic Engineering, Civil Engineering, Construction Management, or a related field. Considerable (5 - 7 years) experience in traffic control barricading. At least one year of supervisory or lead experience.

Special Requirement. 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. Two years of supervisory experience. Experience dealing with the public concerning difficult matters is preferred. Certification as an American Traffic Safety Service Association (ATSSA) Traffic Control Supervisor is highly desirable. Experience using AutoCAD software. Experience in Traffic Engineering or Civil Engineering.

ESSENTIAL FUNCTIONS

Communication: Participates in department strategic planning efforts and presents reports on general traffic-related concerns. Attends special event committee meetings (races, parades, festivals, and other special events) and is an active member of the City's Special Events Task Force. Works with event coordinators, Police, Parks and Recreation, and other City departments to ensure safety and compliance with the 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 and documents 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 and other organizations on traffic control and barricading issues. Supervises and evaluates the work of technical personnel.

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, designs, and gives final approval for traffic control plans to ensure compliance with the MUTCD and the City of Mesa Temporary Traffic Control Manual. Compiles data from permit software to provide Temporary Traffic Control Permit time frame issuance performance measures. Administers, monitors, and provides recommendations for the traffic barricading contract to ensure conformance with issued permits, reviewed traffic plans, and project specifications. Designs and draws with AutoCAD software temporary traffic control schematics for City provided project exhibits. Estimates barricade costs and reviews invoices for accuracy in pricing and quantity. Prioritizes own work. Coordinates work activities with staff, other City departments, and agencies. Learns job-related material through on-the-job training regarding City policies, Transportation policies, 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;
City of Mesa Temporary Traffic Control Manual; and
AutoCAD software for temporary traffic control schematics.

Ability to:

supervise subordinate staff or other personnel by assigning work, selecting work methods, answering questions, and reviewing and approving work performed for compliance to instructions given and for conformity to sound traffic engineering principles;
complete performance evaluations, approve leave of absence requests, and set work schedules;
effectively investigate, analyze, evaluate, and resolve operational, procedural, and personnel problems;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;
participate in the selection of staff and provide or coordinate staff training;
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;
coordinate staff 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 standard operating procedures for barricading on City streets;
maintain and update the City of Mesa Temporary Traffic Control Manual and provide recommended updates;
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 in AutoCAD 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 do 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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RM/js/ah

CS5097.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 54

IND-5506

SWORN - No

Non-DOT Random-N

DOT-N

INCREMENTS 67-200