



DATE	July 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Traffic Operations Supervisor

DEPARTMENT/DIVISION: Public Works

REPORTS TO: Public Works Manager

SUMMARY: Responsible for performing supervisory responsibilities for field personnel responsible for installing, maintaining, and modifying traffic control signs, pavement markings, streetlights, and traffic control signals. Coordinates contractor projects and maintains project reports and databases as well as providing problem resolution. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS

- Supervises field traffic control staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of field traffic control activities, which includes: planning, developing, coordinating, administering, enforcing, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; and ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Manages projects related to traffic control operations, which includes: inspecting project plans prior to, during, and upon completion for compliance with applicable quality guidelines, specifications, and plans; preparing and adjusting project timelines; scheduling work; coordinating activities with other internal departments and external contractors; approving payments; and/or, performing other related activities.
- Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division.
- Develops the knowledge, skills, and abilities of subordinates to enhance their probability of success.
- Assists assigned staff with personnel issues including approving timesheets, time off requests, assigning training and issuing uniforms.
- Performs administrative level duties including hiring and termination paperwork, work scheduling and performance evaluations.

- Investigates and resolves complaints and/or issues received from internal and external customers.
- Provides technical advice, writes reports summaries and recommendations to staff and others.
- Participates on project teams and transportation related organizations.
- Monitors and maintains material and supply inventory to ensure efficient division operations. Procures materials and supplies.
- Supervises and monitors the work of external contractors performing work for the City, which includes inspecting work to ensure compliance with applicable specifications and quality standards.
- Responds to emergency and on-call situations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over signs and markings and signal crews.
- Prepares the annual budget and monitors expenditures for the Traffic Operations Division.
- Able to step into the Manager role in the event of the Manager's absence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles.
- Knowledge of project management techniques and methods.
- Knowledge of procedures and methods related to traffic control operations.
- Knowledge of safety procedures and practices.
- Knowledge of applicable Federal, State, and Local laws, codes, and regulations.
- Knowledge of recordkeeping principles.
- Knowledge of basic budgeting principles.
- Knowledge of contract management principles and practices.
- Knowledge of principles, practices, methods, and procedures involved in installing, designing, constructing, and repairing traffic control systems.
- Skilled in monitoring and evaluating employees.
- Skilled in prioritizing and assigning work.
- Skilled in managing projects.

- Skilled in utilizing applicable tools and equipment.
- Skilled in purchasing materials, equipment, and supplies.
- Skilled in interpreting and applying policies, procedures, codes, laws, and regulations.
- Skilled in reading blueprints, schematic drawings, and/or construction drawings.
- Skilled in preparing and maintaining data in a work order management system that records work time/labor hours, material usage, and work performed.
- Skilled in monitoring and evaluating the work of external contractors.
- Skilled in mediating and negotiating conflict.
- Skilled in providing customer service.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Work Zone Safety Certification.
- IMSA Signs & Markings Level II Certification.
- IMSA Signals Level II Certification.
- Experience using Microsoft Office Suite
- Knowledge of Traffic Management Software

AND

- High School Diploma or G.E.D.
- Five years of related traffic signal timing, maintenance, and troubleshooting experience, including two year of lead experience.

OR

- An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

PREFERENCES:

- IMSA Signals Level III

- Experience with NEMA TS1 & TS2 cabinets, NEMA and ATC controllers, ATMS software, School Zone Flasher software, VIVDS, Radar, Spread Spectrum and 5 GHZ radios, Synchro, SignCAD, and/or Flexisign.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 100 pounds.
- Work is typically performed in standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.
- Potential exposure to risk of electrical shock.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid motor vehicle driver license.
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.