

## **TRAFFIC MAINTENANCE SUPERVISOR**

Salary Range: 37 (Public Service Employees)

### **DEFINITION**

Under general direction, plans, schedules, assigns and reviews the work of traffic maintenance staff within the Public Services Department; coordinates, monitors, and provides technical input for assigned traffic maintenance and repair projects and other special programs; provides technical assistance to assigned management staff; performs a variety of technical tasks relative to the maintenance and repair of traffic signal and lighting equipment; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the full supervisory-level class in the traffic maintenance series. Incumbents are responsible for planning, organizing, supervising, reviewing and evaluating the work of traffic signs and lights maintenance staff either directly or through lead workers. The incumbents are also expected to independently perform the full range of traffic maintenance duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management staff, and exercises general supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

### **EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Plans, organizes, assigns, supervises and reviews the work of assigned staff in the traffic maintenance work unit.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the traffic maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Serves as safety coordinator for the division and is active in the City's safety committee, as required.
- Prepares and inspects in-house and contract work for compliance with policies and procedures, plans, specifications and standards of quality and safety.
- Assists the Director and other departmental staff in developing policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
- Interprets and advises staff on applicable laws, regulations, policies and procedures.
- Coordinates Public Works activities with other divisions, departments, governmental agencies and outside organizations, as appropriate.

- Reviews plans and specifications.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for construction projects.
- Coordinates with contractors in providing contract traffic maintenance services.
- Performs or oversees Underground Service Alert (USA) markings as specified and according to accepted guidelines and requirements.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures
- Principles and practices of traffic signs, traffic markers, signals and lights maintenance
- Equipment, tools, and materials used in traffic control systems, signage and lighting maintenance activities and services
- Principles of electrical systems
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Basic budgeting principles and practices
- Principles of contract administration for traffic maintenance and repair projects
- Principles and practices of safety management
- Modern office practices, methods and computer equipment
- Basic computer applications related to work
- English usage, spelling, vocabulary, grammar and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, work standards
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff

- Organize, implement, and direct traffic signs, pavement markers, signals and lights operations and maintenance activities
- Coordinate department activities with other City departments and agencies as required
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze, interpret, apply and enforce federal, state and local policies, procedures, laws, and regulations
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures
- Identify problems, research and analyze relevant information, develop and present recommendations and justifications for solutions
- Develop cost estimates for supplies and equipment
- Perform the most complex maintenance duties and operate related equipment
- Establish and maintain a variety of manual and computerized records keeping and project management systems
- Maintain accurate records and files of work performed
- Make sound, independent decisions within established policy and procedural guidelines
- Organize own work, set priorities, and meet critical time deadlines
- Operate modern office equipment including computer equipment and software programs
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

### **Minimum Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in traffic control systems, electronics, electrical trades or related field, and five (5) years of increasingly responsible traffic signs, signals and lights maintenance experience, including two (2) years lead or supervisory experience.

### **GENERAL QUALIFICATIONS**

#### **License Requirements:**

- A valid California Class C driver's license or higher with satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.
- A Work Zone Traffic Control Safety Certificate issued by the International Municipal Signal

Association (I.M.S.A.), or successful completion of the Traffic Control Technician-CA State Specific Training Course thru the American Traffic Safety Services Association is required within twelve (12) months of appointment.

- Possession of the International Municipal Signal Association (IMSA) Traffic Signal Technician I and Traffic Signal Technician II certifications are required within twelve (12) months of appointment.
- A Level I Roadway Lighting Certification is desirable.

**Physical Requirements:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and work in the field, on City streets and roadways, and at substantial heights; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; color vision to determine correct colors for street and traffic signs, signals and markings; hearing and speech to communicate in person and over the telephone or radio; ability to perform field work that requires frequent walking at construction site areas to identify problems or hazards; finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment; ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds, and heavier weights with the use of proper equipment.

**Working Conditions:**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; and partially work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The incumbent may be required to work various shifts on evenings, weekends and holidays, and participate in after-hours on-call assignments.

*Adopted: July, 2007*

*Revised: January, 2017*

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.