TRAFFIC CONTROL SUPERVISOR

DEFINITION

Under supervision, participates and supervises lower-level classifications in the maintenance, repair, removal and replacement of traffic signs, traffic markings and parking meters.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. **Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.**

TASKS

Supervises and participates in the maintenance, repair, removal and replacement of traffic signs, traffic markings and parking meters; paints crosswalks, stops, curbs and streets; repairs, removes and installs traffic signs; operates a road striper or various city vehicles in the completion of work duties; updates computer files and enters daily work orders completed and in progress; prioritizes work activities of assigned staff; monitors and assists in the evaluation of work activities for assigned staff; communicates progress, problems and completion of work to supervisor; implements of safety procedures and quidelines for the traffic control division.

Assists in the preparation of division budget and staff reports; coordinates work activities with other divisions; maintains inventory of equipment and supplies; investigates complaints and resolves problems; inspects crews or staff while on work orders and provides guidance or assistance; prepares staffing, time, material and equipment estimates required for maintenance, repair and installation-related projects for assigned Division; prepares requisition of supplies and materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of traffic control practices and procedures
Knowledgeable of occupational hazards and safety guidelines
Knowledgeable of personal computer hardware and software
Skilled in the safe use of power and hand tools used in traffic control maintenance
Skilled in prioritizing and monitoring traffic control activities
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining effective working relationships
Ability to effectively communicate verbally and in writing in English with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in office and outdoor environments. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents in this classification may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, areas under construction and hazardous paints and chemicals.

OUALIFICATIONS

A high school diploma or equivalent, AND five (5) years experience in traffic control marking and painting **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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