PUBLIC WORKS SUPERVISOR
Traffic Paint

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 striping 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 manager;
- Implements of safety procedures and guidelines 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, occupational hazards and safety guidelines, city policies and procedures, safe
- Skilled in the safe use of power and hand tools used in traffic control maintenance, monitoring traffic control activities, providing and following oral and written instructions, and establishing and maintaining effective working relationships
- Ability to effectively communicate verbally and in writing in English with all levels of staff and public, prioritize and supervise work activities, implement and enforce city, departmental and safety rules and procedures.
- Proficient in the use of a personal computer hardware, electronic devices and varying software packages to perform essential job duties.

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.

QUALIFICATIONS
IMSA (International Municipal Signal Association) certifications in both Work Zone Safety and Signs and Markings Level 3 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.