

## **TRAFFIC OPERATIONS SUPERVISOR**

### CODES/PAY GRADE

Class Code: 2014

EEO Code: B

Pay Grade: 214

### MAJOR FUNCTION

Responsible supervisory work in directing the overall shop and field activities of traffic signal, striping, and sign operations.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises and coordinates the activities of the supervisors of the sign, signal and pavement marking shops and field operations of the Traffic Operations Section. Coordinates all work, installation, maintenance and repair performed by sign, traffic signal and striping personnel.

Provides technical input for Traffic Engineering projects, budgetary and purchasing requirements. Ensures that equipment and materials are available.

Provides training and instructs the sign, signal and pavement marking crews as to the latest Federal, State and local standards and specifications for sign, signal and pavement marking installation, maintenance and repair.

Manages the sign, signal and pavement marking inventories, work orders, and repair logs. Maintains accurate records of all sign, signal and pavement marking installations, maintenance and repairs. Provides records for legal actions or inquiries. Acts as expert witness.

Enforces all safety rules and regulations. Also enforces all environmental rules and hazardous waste requirements.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of traffic engineering practices and principles. Knowledge of traffic signals, traffic signing and striping standards. Familiarity with the Manual on Uniform Traffic Control Devices.

Ability to investigate complaints and make recommendations to resolve problems if one exists.

**(Traffic Operations Supervisor continued)**

Ability to coordinate supervisors engaged in traffic signal work, traffic sign and pavement marking work. Ability to communicate well, both orally and in writing.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED, and five (5) years of experience in Traffic Engineering including traffic signal, traffic sign and pavement marking maintenance and installation, and repair.

Must possess valid Florida Driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Physical Demands: Light to medium work. Ability to lift, carry, push, pull, walk, reach, handle, crouch, climb, finger, balance, kneel, talk, see, hear.

Environmental Demands: Both inside and outside work. Exposure to inclement weather including heat, humidity, cold, rain. Ability to tolerate wind, dust, fumes, noise, vibration and odors.

Mental Demands: Ability to read and comprehend technical and professional manuals, journals, and abstracts; instructions, memos, correspondence, legal documents. Ability to perform basic and shop math. Ability to perform basic computer programming. Ability to write letters, summaries, reports relaying information, details, ideas and instructions to layman. Ability to speak clearly and concisely to explain technical ideas, procedures, and instructions to layman. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94