

TRAFFIC OPERATIONS SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory and administrative work in planning and directing the City's Signing and Pavement Marking programs and in acting as assistant to the Traffic Operations Manager. Work involves directing and supervising Sign and Marking staff; prioritizing and monitoring work projects; coordinating projects with other City departments, outside agencies, contractors, consultants, and vendors; and this position represents Traffic Engineering Field Operations in a variety of meetings and responds to citizen complaints. Work is performed with a high degree of independence under the general supervision of the Traffic Operations Manager.

Examples of Duties and Responsibilities:

Plan, direct, schedule and review the work of assigned staff, both directly and through subordinate leadworkers. Interview, recommend for hire, train, evaluate and discipline technical and skilled workers. Interview, hire, evaluate, and terminate seasonal/hourly employees. Maintain effective employee relations. Manage employee grievances, disciplinary issues, and performance issues, making effective recommendations to the City Traffic Engineer and/or the Traffic Operations Manager as appropriate. Attend disciplinary hearings (grievances, arbitrations).

Establish and review operating policies and procedures. Provide employee training, including in the area of safety.

Direct the operations and programs of the Sign and Pavement Marking Section. Prioritize ongoing and special projects and activities. Direct emergency operations as required.

Oversee annual sign and pavement marking inventory.

Coordinate construction projects with City Engineering to expedite work to ensure public safety. Participate in pre-construction and/or other meetings pertaining to sign and pavement marking construction projects. Participate in the research and design of new equipment and materials. Monitor and report on the progress of projects to Traffic Operations Manager.

Liaison with Digger's Hotline and with material and supply manufacturers' technical and sales representatives.

Estimate materials and labor to complete signing and marking projects, and for ongoing maintenance programs. Provide inspection services for both in-house and contracted sign and pavement marking projects. Assist other City agencies with signing and pavement marking services. Develop programs for monitoring annual maintenance for sign replacement, center and lane line, crosswalks, painted curbs, radius lines, handicap ramps,

speed bumps, flat and raised islands, arrows and onlays, using materials such as paint, epoxy, cold plastic (stamark) and thermoplastic.

Oversee the centralized administrative services for Traffic Operations. Review, monitor and approve payroll-related records; time sheets, time off requests, complete W/C forms, FMLA documents, accident and incident reports.

Review and/or compile project material lists and authorize for billing. Supervise and direct the maintenance of records and information for inventory control and order processing. Approve purchase requisitions and purchasing card transactions.

Assist in the development of budget recommendations. Recommend items and/or projects for Capital and Operating Budgets.

Coordinate guardrail repair/replacement with Dane County Highway.

Act as Assistant to the Traffic Operations Manager. Direct contact with the City Traffic Engineer, Assistant City Traffic Engineer, Traffic Operations Manger, senior staff engineers and engineering consultants on major signing, marking and building projects. Serve as contact for Traffic Engineering facility in the absence of the Traffic Operations Manager.

Oversee building alarm system and coordinates with 911 Center.

Receive, review and respond to public complaints regarding signing and marking. Investigate and take necessary action to correct problems.

Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and administrative considerations applicable to Traffic Engineering operational activities. Working knowledge of assigned Traffic Engineering programs (to include signing and pavement marking operations). Working knowledge of supervisory practices, policies and procedures. Working knowledge of the safety hazards of the work and methods of promoting employee safety . Ability to effectively prioritize, plan, assign and direct the work of a sizable number of employees engaged in skilled and semi-skilled diverse work activities. Ability to hire, train, supervise, evaluate and discipline assigned staff. Ability to develop, implement and maintain programs for monitoring annual maintenance. Ability to lead and participate in related administrative activities. Ability to develop, recommend and administer budgets. Ability to exercise judgment, initiative and discretion in meeting assigned objectives. Ability to maintain records and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to work outdoors in all types of weather, including inclement weather. Ability to maintain effective attendance.

Training and Experience:

Three years of directly related leadership experience in planning and implementing Traffic Engineering operations. Such experience would normally be gained after graduation with a minimum of a 2 year degree in business, public administration, public works maintenance, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

This position requires a high percentage of work outdoors in all types of weather. The incumbent will be expected to physically visit jobsites and must be able to repeatedly get in and out of a vehicle, climb ladders and/or work from a vehicle at various heights, and be able to physically inspect the work at the jobsite.

Department/Division	Comp. Group	Range
Traffic Operations	18	08

Approved: _____
Brad Wirtz
Human Resources Director

Date