

<b>ATCITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB160 Traffic Control Maintenance Supervisor
<b>POSITION #/TITLE:</b> 0468 Traffic Control Maintenance Supervisor	<b>Adopted:</b> 07-16
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept. ID/Description:</b> Public Works/Traffic Engineering	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 10
<b>Reports To Position #/Job Code #/JC Title:</b> 124/NB/Assistant Traffic Engineering Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Reflective Vest, Steel toe boots, Eye, Face, Hand, Respirator	

<b>General Statement of Duties</b>
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Supervises the sign installation, pavement marking and traffic control programs and activities for the City's traffic engineering programs; does related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of Traffic Control Maintenance Worker I's, Traffic Control Maintenance Worker II's and temporary staff.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the sign fabrication process, sign installation, pavement marking and traffic control program activities;  
Reviews and approves permits for construction in City streets;  
Coordinates annual, monthly and weekly work schedules and plans special projects with the Traffic Engineering Manager;  
Establishes job priorities and time frames for traffic sign installation, pavement marking and Traffic Control Maintenance Workers;  
Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;  
Trains employees on equipment, task procedures, work standards and proper safety procedures;  
Monitors leave utilization and staffing requirements;  
Defines, implements, and documents standardized work practices including the type activity, description of work, unit of measure utilizing ENERGOV or similar program;  
Provides recommendations to existing levels of service of existing or proposed programs;  
Utilizes ENERGOV to deploy formal work planning and scheduling;  
Supervises the installation and maintenance/repairs of traffic control signing;  
Supervises the application of pavement markings;

Supervises the installation of temporary traffic control and ensures it is in accordance with Manual on Uniform Traffic Control Devices (MUTCD) guidelines;  
Coordinates the implementation and continued practice of cost tracking systems and continuous improvement processes; Supports continuous process improvement initiatives;  
Coordinates and interviews prospective candidates for employment and provides recommendation to Traffic Engineering Manager;  
Supervises preventive maintenance activities for vehicles and equipment and ensures that tools and equipment are maintained in good condition;  
Prepares purchase order requests, orders and purchases materials in accordance with Purchasing Services policies and procedures;  
Conducts project planning and design and monitors for completeness of specification requirements;  
Responds to customer complaints and concerns in a timely fashion;  
Enforces safety regulations and trains employees in proper practices and procedures;  
Maintains inventory of necessary parts for completion of projects including but not limited to pavement marking paint, traffic control signs, traffic control channelizing devices, traffic control barricades, traffic sign posts, traffic sign post accessories/equipment, and safety equipment;  
Ensures frontline staff is performing all work duties and activities in accordance with the City policies, procedures, work rules and bargaining contract;  
Investigates and recommends corrective action to Traffic Engineering Manager when necessary;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Attends meetings, conferences and workshops;  
Performs many of the work functions of the work crews as required;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in traffic control, pavement marking and sign installation maintenance and repair;  
Thorough knowledge of safety regulations, protocols, principles, practices and procedures;  
Thorough knowledge of the Manual of Uniform Traffic Control Devices;  
Thorough knowledge of the operation of tools used in traffic control, pavement marking, and sign installation including welders, cutting torches, paint sprayers, power and hand tools;  
Thorough knowledge of construction and building trades including carpentry and concrete;  
Ability to train, assign, motivate, supervise and evaluate the work of others;  
Ability to read and interpret blueprints and plans;  
Ability to operate and instruct personnel in the operation of tools and machinery used in traffic control operations;  
Ability to communicate effectively and establish and maintain working relationships with the Traffic Engineering Manager, Assistant Traffic Engineering Manager, maintenance personnel, contractors and the public both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing traffic control standards and performance, maintenance methods and materials, findings, conclusions and recommendations;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Graduation from High school or a GED, supplemented by course work in traffic design; and Considerable experience in the traffic control maintenance field with considerable experience in temporary traffic control, signs and pavement marking installation and maintenance; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

Valid Iowa Commercial Driver's License (Class B) with appropriate endorsements and valid Medical Examiners Certificate;  
American Traffic Safety Services Association (ATSSA) certification for Traffic Control Technician, Traffic Control Supervisor, and Pavement Marking Technician within one year.

**Essential Physical Abilities**

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;  
Sufficient vision, with or without reasonable accommodation, which permits the employee to operate hand and power tools, establish traffic controls and inspect pavement markings;  
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools;  
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery, move construction materials, and work in confined spaces.