



TRAFFIC OPERATIONS SUPERVISOR

Department: Planning and Public Works

Job Code: 905700

Pay Range: Professional 10

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed.

GENERAL FUNCTION: This is highly responsible technical and supervisory work performed for the Department of Planning and Public Works, Transportation Services Division. An employee in this classification is responsible for administering the annual traffic maintenance program and budget, and for providing general oversight of day-to-day traffic maintenance activities.

ESSENTIAL FUNCTIONS:

- Plan and develop maintenance programs, schedules, and timetables; assist in establishing and administering traffic maintenance policies and standards; communicate and direct implementation of changes in policies, standards and regulations to subordinates.
- Supervise and coordinate activities of traffic maintenance supervisors; assign specific projects and monitor activities to ensure compliance with County standards.
- Control and allocate available resources; prioritize projects on the basis of greatest need and monitor budget to allow maximum utilization of resources.
- Receive, review and investigate major complaints related to traffic maintenance and traffic operations consistent with County policies, guidelines and standards; initiate corrective action or assign the concern to appropriate individual for disposition.
- Monitor traffic maintenance costs and budgets, including costs of special programs and projects; provide input for development of annual budgets.
- Facilitate and integrate traffic maintenance activities with those of other divisions, departments and agencies; serve as liaison with local contractors, utilities and special use districts in order to develop and maintain cooperation and project coordination.
- Review existing operations; develop and make recommendations on improved methods and procedures for traffic maintenance activities.
- Assist in selecting new employees; provide input on employee grievances; monitor performance of employees; and recommend disciplinary action as necessary.
- Plan and schedule traffic maintenance training.
- Provide verbal and written status reports, and special reports as needed.
- Attend staff conferences, meetings, and seminars as a representative of the Traffic Division
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

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OTHER JOB FUNCTIONS:

- Perform other related duties as required.

SUPERVISION EXERCISED AND RECEIVED: Direct supervision is exercised over lower level supervisors and over all employees involved in maintenance of traffic signs, markings, signals and illumination. General direction is provided in the form of policy guidelines and technical assistance is received from the Traffic Engineer. Considerable independent judgment is required within the framework of established policies, standards and practices. Work is reviewed by the Traffic Engineer or Associate Traffic Engineer through periodic conferences and reports as well as by observation and reaction to services provided.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The Traffic Operations Supervisor works in an office environment and out in the field at various traffic sign or traffic signal locations.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by the employee encounters while performing the essential job functions. The required physical activities include the use of finger dexterity to use and operate a personal computer and related office equipment; use of eyesight to read and interpret policies, procedures, and construction plans, specifications, and to inspect traffic sign and traffic signal related work. The ability to drive to various meetings, work sites, and walk along hazardous road conditions including along side traffic is required. This classification is required to occasionally lift or carry supplies or materials weighing 20 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Current traffic maintenance practices and procedures.
- Accepted supervisory methods and techniques.
- The basic engineering principles applicable to traffic maintenance activities.
- Basic budgetary principles and cost estimating.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Use and operation of a personal computer.

Ability to:

- Plan, organize, coordinate, and evaluate the work activities of subordinates.
- Establish and maintain effective working relationships with superiors, subordinates, and other employees within and outside of the department.
- Deal tactfully and courteously with the public.
- Understand and interpret engineering plans, specifications, and work orders, and to direct activities based on such information.

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KNOWLEDGE, SKILL AND ABILITIES: (continued)

Ability to: (continued)

- Review and evaluate data and operations, and develop acceptable solutions to difficult maintenance concerns.
- Effectively coordinate, perform, and complete multiple duties and tasks concurrently and in a timely manner.
- Understand, interpret, and apply administrative policies and guidelines.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds, including the public, engineers, architects and other technically trained individuals.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM RECRUITING REQUIREMENTS TO APPLY: A high school diploma or equivalent, and five (5) years of closely related traffic maintenance experience, with at least two (2) years of supervisory or lead experience is required. Additional education in traffic maintenance, operations, engineering, supervisory and management techniques, or a closely related field may substitute for the required experience to a maximum of two (2) years.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A Washington State Driver's License is required within thirty days of appointment.