



JOB DESCRIPTION

Traffic Maintenance Supervisor

Date Prepared: August, 2014

SUMMARY: Under limited supervision, supervises the maintenance and operations of the City's Traffic Signals and Traffic Control Division within the Public Works-Engineering Department; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Organize, plan, schedule and prepare the operating budget, including staff, equipment, and materials.
- Respond to citizen complaints regarding traffic signals or signs and striping.
- Work with other City departments and external agencies regarding traffic signal and control operations.
- Provide technical assistance to staff to resolve operational issues and concerns.
- Assist signal crews with field troubleshooting and signal modifications.
- Maintain cooperative agreements with surrounding cities regarding traffic maintenance.
- Supervise staff, set work priorities, assign work, provide staff training, and deals with disciplinary issues.
- Prepare and maintain various reports and records.
- Prepare billings for signal maintenance.
- Place orders for materials, equipment, and supplies.
- Respond to questions and inquiries regarding a wide range of traffic signal and control topics and issues.
- Record requests and prepare work orders and other documents, as appropriate.
- Participate in public outreach programs, including cross walk safety classes, career days and Public Works Day events.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND six years of traffic signal and maintenance experience, INCLUDING two years of supervisory experience; OR an equivalent combination of education, training, and experience. Two years of additional traffic signal, signs, or marking maintenance experience with increasing responsibility may be substituted for two years of supervisory experience. A Traffic Signal certification or one year of additional traffic maintenance experience may substitute for up to 15 college semester units.

Knowledge of:

- City policies and procedures.
- Traffic control signing and striping operations.
- California Traffic Manual.
- Institute of Transportation Engineers (ITE) signal design and operations.
- Manual on Uniform Traffic Control Devices (MUTCD).
- Traffic signal timing and coordination operations.
- Alternating Current/Direct Current (AC/DC) theories.
- Principles and practices of electronic/electrical troubleshooting.
- Principles and practices of traffic signal and traffic control design.
- General construction practices involving concrete and pavement operations.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Reading and interpreting blueprints, plans, maps, schematics, and specifications.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, vendors, external public agencies and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class "B" Commercial driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- International Municipal Signal Association (IMSA) Traffic Signals Field Electrician II or obtaining within one year.
- IMSA Signs and Marking certification or obtaining within one year.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both indoors and in an outdoor work environment with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, machinery, and its moving parts. Incumbent must be physically able to perform strenuous work on a regular basis. Physical demands are light to moderate, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls; reaching, standing, walking, stooping, kneeling, crouching, and crawling; May have exposure to live electrical wires. May be required to climb ladders and work in trenches. May have some exposure to dangerous machinery, and extreme weather conditions. May be required to lift and carry items weighing up to 100 pounds; occasionally exposed to electric hazards. Incumbent wears Personal Protective Equipment (PPE); specific vision capacity includes: close, distance, peripheral, depth perception, color differentiation, and the ability to adjust focus. Incumbent must be able to hear in the normal range, with or without correction; must have the stamina to work long hours, if assigned; must be willing to work an irregular schedule, which may include weekends, holidays, nights or varying shifts. Incumbent may be required to respond to callouts and emergencies during non-duty hours, on weeknights, weekends, and holidays.

Department Head

Date

Personnel Officer

Date