



Job Title: <u>Traffic Superintendent - CDL</u>		Job Number:
Job Classification: <u>Management / Supervisory</u>		8205
Reports to:	Department:	Pay Grade:
Engineering Manager - Traffic	Public Works	131 Exempt

**PRIMARY DUTY:** Under general supervision, plans and manages all aspects of Traffic Operations for the Department of Public Works; coordinates with City departments and State agencies to assure compliance with state and federal environmental regulations and standards and City policies, procedures and goals. This includes installation and maintenance of signs and pavement markings, and maintenance and repair of traffic signals. The work is performed under the direct supervision of the Engineering Manager for Traffic, although the ability to perform with independent judgment and initiative is required.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, manages, evaluates, reviews and supervises, daily maintenance, repair, and work assignments of Traffic Operations crews; assures that quality standards are met, appropriate services are provided and programs are in compliance with departmental, state and federal regulations.
- Manages staff through appropriate delegation, mentoring and work supervision; assigns duties, responsibilities, resources and scope of authority; meets regularly with staff to discuss and resolve workload, technical and safety issues.
- Monitors work assignments for quality, completion, and safe work practices;
- Ensures equipment, supplies, and a sufficient work crew is available at assigned job sites;
- Sets procedures, methods, techniques, and equipment for projects;
- Maintains records, documentation, and logs of work orders, including materials, tools, supplies, equipment, and labor for work assignments;
- Reads and interprets work assignments, job orders, plan sets and specifications;
- Ability to operate a variety of vehicles and heavy equipment, including but not limited to, dump trucks, front end loaders and attachments, scissor lifts, bucket trucks, backhoes, skid steers and attachments, cranes and related equipment;
- Ability to operate a variety of hand tools and power tools, including but not limited to, sledges, hammers, picks, air compressors, air hammers, jacks, sprayers, and related equipment;
- Supervises scheduled and assigned maintenance, repair, and service work on City streets, rights-of-ways, sidewalks, curbs, alleys, medians, and structures;
- Supervises erection of and maintenance and repairs of traffic signs and signals;
- Supervises asphalt and concrete repair and replacement, including operation of cutters and saws, setting forms, and finishing s needed to install loop detection or other traffic control devices;
- Supervises placement of erosion and sediment control devices;
- Coordinates work zone traffic control devices and performs flagging duties;
- Schedules routine maintenance on vehicles and equipment and maintains service and maintenance records;
- Works with the Engineering Manager on coordinating traffic control for special events.
- Supervises collection and reporting of operational and financial data; coordinates with the Public Works Financial Officer as a source for financial and resource information; manages Traffic Department's budgets and monitors revenues and expenditures.
- Demonstrates knowledge of federal, state and local code requirements; participates in safety programs, promotes safe working habits, and encourages the use of protective equipment;
- Trains, motivates and evaluates the work of new employees;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to all internal and external customers (City employees, other governmental representatives, business organizations, community groups and/or the public) in a courteous and friendly manner to promote a service orientation;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.
- On call after regular hours to respond to emergency situations;
- Performs other related duties as required.
- Driving is an essential function of the job

## **KNOWLEDGE AND SKILLS:**

### **Knowledge:**

- City organization, operations, policies and procedures.
- Maintenance and repair standards for traffic furniture and other infrastructure.
- Methods, materials, tools and equipment used in traffic and street construction, repair and maintenance projects.
- Techniques and practices for efficient and cost effective management of resources.
- City safety rules and regulations and safety standards.

### **Skill in:**

- Analyzing traffic infrastructure and maintenance issues, evaluating alternatives and developing logical recommendations based on findings.
- Interpreting technical standards and procedures, federal and state rules and regulations and City policies and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Compiling maintenance, repair and construction data, maintaining accurate records and generating reports.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, delegating tasks and authority and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, officials and representatives from other local, state and federal agencies.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Associate's Degree in Environmental Science, Engineering, Business or Public Administration, or a related field is required; AND seven years' experience in infrastructure management and project management in the public sector; OR an equivalent combination of education and experience. Experience in Traffic related work is preferred.

## **LICENSE AND CERTIFICATION:**

- A valid Texas Class A Commercial Driver's License with a Tanker Endorsement required within 180 days of employment.
- According to the needs of the City, additional training and certifications may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Standing - Particularly for sustained periods of time.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
  - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
  - Must be capable of performing confined space entry.
- The following personal protective equipment may be required and must be worn when required by the task being performed
  - Hardhats, gloves, eye protection, face protection, ear protection, reflective vests, proper footwear up to and including steel toed boots.
- The visual acuity requirements including color, depth perception and field vision.
  - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures
  - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The conditions the worker will be subject to in this position
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; occasional field environment with travel from site to site.
  - The worker is subject to both environmental conditions. Activities occur inside and outside with temperatures that may be below 32° or above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
  - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
  - The worker is subject to hazards including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: chemicals, fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is subject to close quarters, crawl spaces, shafts, man holes, enclosed rooms, sewage and line pipes and other areas that could cause claustrophobia.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

### **Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

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Employee's Signature

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Date

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Employee's Printed Name

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Employee Identification Number