

TRAFFIC OPERATIONS SUPERVISOR

Job Code	Pay Grade
16556	CL17

Nature of Work

This is advanced shop and field engineering work within the Public Works Operations Department operation of the Traffic Operations section, supervising the installation and maintenance of traffic control devices.

An employee in this class supervises multiple crews performing varied installation, maintenance and repair tasks. Duties include determining equipment and required specifications used for the installation and maintenance of Traffic Control devices within the County.

Minimum Qualification Requirements

- Possession and maintenance of Traffic Control Certification by the International Municipal Signal Association (IMSA) Level I and 4 years experience in utilities, road, and construction, maintenance or repair work that includes 1 year as a traffic operations supervisor; or
- Possession and maintenance of Traffic Control Certification by the IMSA Level I and completion of a 2 year vocational or technical school program with a diploma or certification in construction, skilled trades or related field and 2 years experience as described above that includes 1 year as a traffic operations supervisor; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes and supervises multiple crews performing traffic control installations and general maintenance and repair along county roads.
- Checks daily with lead workers to ensure work is proceeding properly and to resolve problems.
- Coordinates with other agencies, departments and divisions to ensure proper support activities or joint projects are accomplished.
- Meets the general public, answers questions, receives requests for information and complaints regarding work activities, discusses requests and complaints and reports actions and results of meetings to supervisors.
- Instructs employees in proper work methods and practices and makes periodic inspections to ensure established methods and safety practices are followed.
- Ensures that adequate amounts and types of equipment and materials are available for project completions and constantly monitors and checks safety practices and procedures
- Responds to emergency calls and situations as needed or directed.
- Prepares and implements procedures related in inventory control and budgetary plans for the Traffic Operations section.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of engineering methods, operating rules and equipment used in traffic operations.
- Knowledge of public works construction and maintenance equipment types, use, operating characteristics and maintenance requirements.
- Knowledge of the department's organizational and operational methods and procedures.

TRAFFIC OPERATIONS SUPERVISOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to plan, organize and direct multiple crews and analyze and evaluate completed work projects.
- Ability to establish and maintain effective working relationships with other governmental agencies, supervisors, subordinates, and the public.
- Ability to understand, interpret, and carry out instructions, accurately evaluate work, abilities and attitudes of subordinates and keep records and make reports.

For official use only

Revised	EEOC Code	Overtime Code
7/08	Officials & Managers	Classified/Excluded