

CITY OF GLENDALE

TITLE:	Traffic Signs & Markings Supervisor	CLASS CODE:	853
REPORTS TO:	Traffic Operations Superintendent	GRADE:	25
DEPARTMENT:	Traffic Engineering	FSLA:	E

JOB SPECIFICATION DATE: November 20, 2009 db

JOB SUMMARY

Plans, organizes and supervises the activities and staff of the Signs and Marking section of the Traffic Engineering division.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and supervises the fabrication, installation, maintenance, and repair of all traffic signs, pavement markings and the staff performing these functions.
2. Coordinates work with other City departments, outside contractors, utility companies, and citizens.
3. Schedules and assigns work projects and establishes project priorities.
4. Reviews the overall integrity of all traffic signs, pavement markings and related reflective devices to assure compliance with Federal, State, and local laws, rules, and regulations.
5. Develops and maintains the City's traffic sign database.
6. Develops and refines work techniques and section safety practices.
7. Develops and maintains work activity records; prepares written and oral work status reports for the Traffic Operations Superintendent.
8. Monitors materials inventory; authorizes purchases of supplies and materials.
9. Orders, tests, and monitors the effectiveness of all equipment and materials used for sign or street striping projects.
10. Prepares and monitors the budget for the Traffic Signs and Markings section.
11. Reviews, investigates and resolves sensitive or complex citizen complaints.
12. Develops training programs to improve work techniques and safety practices.

SECONDARY FUNCTIONS

13. Performs other related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The procedures, materials, tools, equipment, safety hazards and precautions common to the fabrication, installation, maintenance, and repair of traffic signs, pavement markings, and related traffic control devices
Supervisory techniques and responsibilities
Microcomputer operations and applications

Ability to:

Plan, organize, assign, direct, monitor and evaluate the work of signs and marking crews
Estimate equipment, personnel, and material needs on a project and yearly basis
Communicate effectively both orally and in writing
Effectively schedule work assignments under time restraints
Effectively interact with the public in the resolution of requests and complaints

WORKING CONDITIONS

Work performed primarily in office setting. Occasionally works with crew and handles paints, solvents, and inks that are being heated, baked, pressured or sprayed, or assists crews working in traffic areas with risks that can only be partially controlled by safety precautions.

MINIMUM QUALIFICATIONS

Two years of college level coursework in traffic engineering, engineering studies, graphic arts, or a related field, and five years experience in the fabrication, installation, maintenance and repair of traffic signs, pavement markings, and traffic control devices, including one year of supervisory experience.

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona driver's license

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.