

CITY OF GLENDALE

TITLE: Traffic Operations Superintendent CLASSCODE: 931

REPORTS TO: City Traffic Engineer GRADE: 32

DEPARTMENT: Traffic Engineering FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs administrative and supervisory work of substantial difficulty in planning, organizing and directing the activities of the traffic operations division of the Traffic Engineering Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs the activities and staff of the traffic operations division, including streetlights, traffic signals, signs and markings.
2. Develops goals, objectives and priorities for division.
3. Develops and implements plans, policies, procedures and operating guidelines for the division.
4. Approves and oversees all division training; evaluates effectiveness of training programs.
5. Prepares, coordinates, and monitors divisional budgets.
6. Reviews standards, specifications, and authorizes the purchase of specialized traffic operations equipment and supplies.
7. Performs research, analyzes findings, develops recommendations, prepares oral and written reports for City management on divisional issues.
8. Reviews, investigates and resolves sensitive or complex problems or complaints.

SECONDARY FUNCTIONS:

9. Monitors the effectiveness of traffic signals, signs and markings, streetlights and related functions of the division.
10. Coordinates division projects with other City departments, contractors and utility companies.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

The principles and practices of traffic engineering and public administration.
The principles, practices, and methods of managing traffic operations programs and projects.
Supervisory and management practices and responsibilities.

Ability to:

Develop and monitor a division budget.

Plan, organize, direct, and evaluate the work of others.

Perform research, analyze findings, develop recommendations, prepare and present written and oral reports.

Establish and maintain effective working relationships with other City departments, outside agencies and contractors, and the general public.

Read and interpret plans and specifications.

Communicate effectively both orally and in writing.

Operate a computer terminal.

MINIMUM QUALIFICATIONS:

Associate's Degree in Traffic or Civil Engineering technology, business or public administration or a related field; and five years experience in traffic operations including two years of supervisory experience.

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

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.