



# TRAFFIC CONTROL SUPERVISOR JOB DESCRIPTION

Job Title: Traffic Control Supervisor

Job Code: TS110

Pay Grade: 22

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: April 2009

## NATURE OF WORK

Under general supervision, plans, schedules and supervises work crews performing sign fabrication and maintenance, pavement striping, installation and repair of traffic signs and control devices, and providing traffic control at job sites.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises work crews performing repair and maintenance activities for roadways and traffic control systems; prioritizes and assigns tasks; offers technical assistance and guidance to subordinate staff as necessary; assures that all safety rules and regulations are observed on the job site.
- Develops repair and maintenance project schedules on a daily, monthly and seasonal basis; supervises and inspects projects and special assignments to assure work quality and timely accomplishment of assigned duties and responsibilities; instructs crew in the proper use and maintenance of equipment and tools; monitors job sites, and enforces compliance to County policies, procedures and standards.
- Supervises assigned staff; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required; works with employees to correct performance deficiencies
- Assures that all work is performed in accordance with established safety policies and procedures; provides safety training and investigates all accidents.
- Coordinates new sign installations and pavement striping activities with other departments and agencies.
- Inspects vehicles and equipment and assures all equipment is maintained according to County standards.
- Plans, schedules and presents safety meetings and other training topics for staff.
- Performs various office-related functions, including record keeping, route books, maps and sign inventory.
- Coordinates a variety of administrative activities, including employee scheduling, payroll reporting and report processing; orders materials and supplies and manages inventory; prepares daily activity and material usage reports.
- Responds to emergencies and coordinates County resources according to plans and needs; dispatches and accounts for crew activity during emergency events; performs tasks in the interest of public safety and property protection during emergencies.
- Lewis County essential personnel (24/7 emergency response).

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting and standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 35 pounds. Work is performed indoors in an office environment, and at construction sites, maintenance facilities and outside environments with exposure to

inclement weather. Moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment.

**EMPLOYMENT STANDARDS:**

High School Diploma or GED equivalent; AND five (5) years of experience as a Traffic Control Specialist, including two (2) years experience as a TCS III.

Must possess a valid Commercial Driver's License, valid Washington Traffic Control Flagger card, and multiple International Municipal Signal Association (IMSA) certifications; must complete County Road Administration Board (CRAB) and First Aid/CPR training programs.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles, practices and techniques of traffic control.
- Federal, state and county policies, procedures, codes and ordinances governing public works projects including the Federal Manual on Uniform Traffic Control Devices (MUTCD), and International Municipal Signal Association (IMSA) standards, protocols, specifications and guidelines, and the Department of Transportation Traffic Manual.
- County Road Information System (CRIS) / Mobility transportation inventory and analysis software.
- Materials, equipment and methods used in traffic control signing and marking operations.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Federal and state safety laws and regulations, including drug and alcohol testing guidelines for CDL.

**Skills in:**

- Reading and understanding blue prints, plans, specifications, technical documents and electrical schematics.
- Safe and efficient operation and maintenance of trucks and equipment according to standard operating and safety procedures.
- Promoting and enforcing safe work practices.
- Reading test instruments, meters and gauges and accurately recording findings.
- Assessing and prioritizing multiple tasks, projects and demands.
- Supervising staff, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Making accurate arithmetic calculations.
- Maintaining records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Effective verbal and written communication.