



City of Irving Job Description

Traffic Operations Supervisor

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| FLSA Status: | EXEMPT | Job Department: | Traffic & Transportation |
| Job Code: | 40311 | Reports To (Job Title): | Traffic Engineering Manager |

PURPOSE

To manage, direct, and coordinate the activities of the Traffic Operations Section in the fabrication, installation, and maintenance of traffic signs and layout. To plan and implement the maintenance of roadway traffic markings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Coordinate the traffic operation activities with other departments and outside agencies.
- Recommend and implement the departmental goals and objectives.
- Participate in budget preparation and administration and monitor the expenditures of section.
- Interview and select staff for Traffic Operations Section.
- Manage and direct the installation and maintenance of traffic markings and signs.
- Participate in the department's emergency preparedness plan.
- Assist the transportation engineers in various field operations.
- Supervise the layout, and installation of traffic control devices for special events.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to and resolve difficult citizen inquiries and complaints.
- Review and make recommendations on work zone traffic control plans for other departments, as well as, contractors.
- Conduct performance evaluations on personnel.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 direct reports, total supervised is 17 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer divisions operating budget of \$ 220,000 annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade plus related college or vocational training.

EXPERIENCE

- Minimum of five (5) years traffic operations experience, including at least two (2) years supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Commercial Driver's License Class B.
- Roadway worker protection certification
- Work zone traffic control.

KNOWLEDGE OF

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Texas Manual on Uniform Traffic Control Devices (TMUTCD) and Work zone traffic safety.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

SKILLS AND ABILITIES IN

- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Negotiate: Bringing others together to reconcile differences.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Reading Comprehension: Reading and interpreting documents: reading comprehension.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Externally, the employee interacts with residents & business when they have inquiries about traffic issues. Also, s/he interacts with police, fire, and organizations involved in special events that require traffic control planning; additionally, with other departments that have the need for signs, pavement markings, and work zone traffic control approval.

EQUIPMENT AND PROPERTY

Vehicle, cell phone, lap top, computer and software (Word, Excel, Citrix, city works, Arc GIS)

PHYSICAL DEMANDS

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.*

The employee constantly is required to listen and see. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, reach, sit, talk, and/or walk. Occasionally, s/he is required to lift up to 25 pounds and/or stand.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme temperatures or weather conditions, air contamination, and/or heavy traffic. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.