

Code: 2435

Title: TRAFFIC SIGN SUPERVISOR

SUMMARY: Coordinates and supervises activities and work crews involved in the fabrication, installation and maintenance of traffic signs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises the day to day activities of traffic sign fabrication, installation maintenance and repair operations, insuring all completed traffic signing work meets Federal, State and local laws, regulations and standards;

Supervises and participates in the design and fabrication of special purpose signs;

Evaluates and determines material and equipment used in the fabrication and installation of signs;

Prepares project specifications and assists management in requests for bids processes;

Maintains sufficient stock and inventory control of all materials and supplies required in traffic sign design, fabrication and installation using automated information systems (AIS) and manual records;

Provides input to management on annual budget requirements for traffic sign operations and equipment;

Schedules, monitors and performs quality control checks on contractors involved in signing work;

Determines priorities and assigns/schedules work of assigned staff ensuring traffic sign repair capability is maintained on a 24 hour basis;

Monitors and supervises employees engaged in designing, fabricating and installing activities by reviewing completed work and communicating to subordinate personnel the need for appropriate changes;

Prepares oral and written reports to management for review on traffic sign design, fabrication and installation and related activities;

Coordinates, schedules and arranges signing activities with other governmental agencies such as the City of Tucson, City of Ajo, City of Marana and the U. S. Forest Service;

Coordinates, schedules and arranges striping activities with other departmental activities such as traffic striping and new road installation;

Supervises and participates in the analysis, troubleshooting and repair of malfunctioning equipment and tools used in traffic sign fabrication and installation;

Keeps abreast of industry standards and emerging equipment technology used in traffic signing operations;

Updates and maintains manual and automated records of traffic sign installation and repair activities accomplished and develops/maintains schedules of future traffic signing requirements and activities;

Trains and evaluates assigned staff in sign fabrication and installation, equipment operation and proper safety practices;

Supervises or participates in the establishment of worksite traffic control procedures;

May fabricate, install and maintain signs on an as needed basis.

KNOWLEDGE & SKILLS:

Knowledge of:

- Federal, State and local laws and regulations relative to traffic and other signs;
- materials, methods and equipment utilized in fabrication, installation and maintenance of traffic signs;
- traffic control signs and pavement markings as specific in uniform traffic control devices manuals;
- safety practices to be used on the job;
- supervisory principles and techniques;
- inventory control and ordering procedures;
- design of traffic control and other specialized signs;
- traffic engineering studies and their applications.

Skill in:

- coordinating and supervising the work of multiple crews operating simultaneously in different locations and engaged in traffic sign fabrication, installation and repair;
- interpreting engineering specifications and work orders relating to traffic control and other specialized signs;
- communicating effectively both orally and in writing;
- preparing reports and maintaining records;
- using an AIS to maintain database files and records and to produce reports as required;
- troubleshooting and repairing equipment and tools used in traffic sign fabrication, design and installation operations.

MINIMUM QUALIFICATIONS:

Four years of experience in highway/roadway maintenance which involved the fabrication, installation and repair of traffic signs and one year of experience supervising employees engaged in the fabrication, installation and repair of traffic signs. [Supervisory experience may be concurrent with general experience.]

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment and must be maintained as a condition of employment. Failure to maintain a current license may be grounds for termination.

Physical/Sensory Requirements: Must be able to lift up to 70 pounds on a frequent and recurring basis. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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