

TRAFFIC CONTROL AND SIGNALS SUPERVISOR

Position Code: 1891

WC Code: 5506

FLSA Status: Non-Exempt

Pay Grade: 356

Location: Public Services

Approval Date: 2023

General Statement of Duties

Performs skilled and technical work in leading Traffic Control Technicians in the creation, installation, maintenance, repair, and/or removal of traffic control devices such as street signs, roadway markings, traffic signals and related devices. Maintains related records.

Distinguishing Features of the Class

An employee in this class supervises the team that fabricates and erects street and traffic control signs and pavement markings and maintains traffic signals for the Town and N.C.D.O.T. Work is performed independently to install signs and maintain signals according to state and federal guidelines. The employee also leads a team to paint street markings and parking spaces. The employee performs repairs and maintenance to assigned equipment. Work also involves keeping records of work activities and performing inspections on various traffic control devices and equipment. The employee is subject to hazards in street maintenance work including working in both inside and outside environments, in extreme hot and cold weather, day or night, and exposure to various hazards such as noise, dusts, mists, fumes, odors, oils, moving mechanical parts, vibration, and working in tight quarters and narrow passageways. The employee is subject to Level III OSHA Standards on bloodborne pathogens. Work may be reviewed while in progress and usually upon completion for adherence to instructions and established standards.

Duties and Responsibilities

This is a lead position affording guidance to other positions performing the same tasks.

Reviews workloads, assigns work and coaches employees with specialized instructions and practices for job accomplishments.

Contributes to other employees' performance evaluations; assist with the hiring process by interviewing and making recommendations and providing input to supervisory staff.

Installs and repairs street signs by driving to locations, setting up safety equipment, removing damaged signs and posts, setting up temporary signs, measuring and marking area, receiving clearance, and installing new signs and posts.

Supervises staff that manufactures street signs by entering information into the computer, printing lettering, applying sign face to metal surfaces, punching, drilling, and assembling signs.

Supervises staff that installs, replaces, or removes the painting of street lines and markings by preparing vehicle and materials, going to jobsite, ensuring area is barricaded properly and safely, reviewing assignment, marking layout of roadway for painting, painting lines, turn lane arrows, crosswalks and curbs, applying reflective markers, and grinding area for removal of paint or markings.

Maintains daily activities records by logging job assignments, materials used, mileage traveled and time spent and entering data into the computer.

Repairs mechanical equipment, and contacts vendors, suppliers, and specialty stores for materials.

Maintains inventory of parts and supplies for sign fabrication and erection; orders supplies when needed; maintains records of material use and work activities.

Leads a team to paint stop bars, cross walks, and parking spaces.

Performs installation, maintenance and repair of traffic signals; programs phased timing; mounts and wires signal heads and controller cabinet; orders and maintains parts; check wiring, adjusts detectors, replaces filters and worn parts; aligns heads.

Inspects, maintains and repairs electronic and electromechanical traffic controlling equipment and devices.

Operates equipment in street and pedestrian traffic.

Supervises and assists in annual inspections of traffic control panels and devices, makes quarterly reports for inspection, repairs and call outs.

Assigned to on-call duty during off duty hours.

Performs safety inspections and reports for public services.

Receives and resolves complaints from the public regarding areas supervised.

Maintains office equipment such as computers, copiers and fax machines.

Assists department during inclement weather plan.

Performs related duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Advanced knowledge of state, federal, and local laws, guidelines, and regulations relating to the placement, size, and height of street and traffic control signs.

Advanced knowledge of the installation, maintenance, and repair of traffic signals and related state regulations.

Advanced knowledge of the occupational hazards and proper safety precautions involved in the operation of street and traffic signal equipment.

Advanced knowledge of the traffic laws and regulations governing equipment operation.

Advanced knowledge of the Manual on Uniform Traffic Control Devices and I.T.E. standards for signal equipment.

Advanced knowledge of the national electric code, Town codes and ordinances, and NCDOT standards related to traffic signal installation and maintenance.

Ability to maintain necessary supply of materials and tools necessary for sign fabrication and erection.

Ability to train lower skilled employees and to provide leadership to a team in assigning tasks and insuring work quality.

Ability to work effectively with the public, various Town employees, coworkers, and supervisors.

Ability to understand and follow written and oral instructions.

Ability to use a variety of office equipment and computer hardware/software.

Physical Requirements

While performing the duties of this job, the employee is frequently involved in some combination of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. Finger dexterity is needed to operate computer terminals and equipment. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently;

and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

The employee may be exposed to hazardous physical conditions (including but not limited to noise, moving parts, uneven surfaces, repetitive motions, and vibration) poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation).

Minimum Education and Experience

An associate degree with course work in a related field and five to seven years of related experience including a minimum of two years of supervisory experience; High School Diploma or GED and ten years of experience as a traffic signal technician or other directly related experience including a minimum of two years of supervisory experience; or an equivalent combination of education and experience.

Special Requirement

IMSA Level II Certification

Valid NC driver's license