ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Traffic Sign
Job Code: 7040
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise day-to-day operations and staff involved in the design, fabrication, installation, repair, and maintenance of traffic signage and road markings on City streets.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to City Traffic Engineer and Director,

Transportation; and updates and maintains department standard operating procedure manuals.

Ensures that assigned staff conduct work activities in compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures: ensures adherence to established safety procedures; provides training on safety and work procedures, such as locating underground hazards and the use of the Manual on Uniform Traffic Control Devices (MUTCD); monitors use of safety equipment; and initiates any actions necessary to correct deviations or violations.

Supervises, evaluates, and responds to work orders, including emergency requests: receives and evaluates requests for striping and signage needs; assigns and schedules projects based on priority; supervises and participates in the creation, placement, repair, and/or replacement of signage and road markings; supervises and participate in shop activities, operations, and equipment; and assists with design plans, specification reviews, and inspections of capital projects related to traffic signs and pavement markings.

Conducts on-site work reviews and inspections: ensures full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency and compliance with traffic control standards; enters related labor, equipment, and material cost data into computer database; and monitors contracted work to ensure compliance with contract specifications and traffic control standards.

Manages budget for area of assignment: recommends outlays for staffing, equipment, supplies, and other expenditures; maintains inventory of equipment and supplies; manages purchasing and pavement marking contracts; processes related purchase orders; supervises invoicing and billing; monitors expenditures to ensure compliance with approved budget; and prepares and submits related financial reports and documentation.

Performs customer service functions: receives and responds to questions, complaints, and concerns regarding traffic signs and pavement markings; provides information and answers questions regarding department services, projects, policies, or other issues; determines resolution to routine and complex questions, complaints, or requests for service; coordinates activities with other departments for special event and maintenance needs, including detours, traffic control, etc.; and supervises and monitors implementation of resolution to complaints and concerns.

Communicates with supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, timesheets, various contracts, road construction plans, work orders, employee check-ins, purchase orders, sign invoices, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a City vehicle, hand tools, power tools, thermoplastic applicator, road grinder, paint sprayer, drill press, hammer drill, impact drill, sledgehammer, post puller, or other equipment, machinery, and tools.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

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Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in traffic signs and road markings or a related field; supplemented by three years of experience in creating, installing, and maintaining road signs and markings; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: International Municipal Signal Association (IMSA) Work Zone Level I and Signs and Markings Level I certifications.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.