

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRAFFIC SUPERVISOR

Department: Office of the County Engineer
Pay Grade: 111
FLSA Status: Non-Exempt
Job Class: 1032
Risk Code: 5509

JOB SUMMARY

Responsible for traffic engineering practices and traffic control in order to support maintenance of safety and welfare in functional areas related to signage on roads and for assisting the Traffic Engineer in the operations of the Traffic Section.

ESSENTIAL JOB FUNCTIONS

- Performs and oversees preventive maintenance on traffic signs and traffic pavement markings.
- Oversees the daily work assignments of the Sign crew and Pavement Marking in order to maximize operational efficiency.
- Reviews and inspects sign installation and pavement marking installation plans using federal, state, and County specifications as guidelines.
- Participates in the supervision and training of subordinate staff.
- Maintains records pertinent to repair and care of controls equipment.
- Enforces all safety rules and regulations.
- Maintains a complete inventory and record of all traffic materials, equipment, and tools.
- Deals directly with the public and other County Departments in matters relating to traffic signs, traffic pavement marking, and related requests, complaints, and other issues.
- Manages annual traffic count programs and activities and provides assistance with annual traffic count programs and activities.
- Attends conferences and meetings pertaining to traffic operations maintenance, design, and construction.
- Reviews traffic studies and traffic control plans to ensure compliance with the Manual on Uniform Traffic Control Devices.
- Records and manages citizen concerns and provides investigative reports with recommendations to the Traffic Engineer.
- Reviews and assists with preparation of traffic studies and traffic control plans and ensures compliance with the Manual on Uniform Traffic Control Devices.

- Reviews and provides comments of private development plans and participates in field inspections.
- Serves as a liaison between the department and staffing agency.
- Assists with monitoring and recording of the Traffic Section material budget.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a relatively small number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include evaluating job performance, recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and six (6) years' experience in traffic operations, to include signs, signals, and/or pavement markings, with three (3) years of which in a supervisory capacity; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Certification as Pavement Markings Technician Level II from the International Municipal Signal Association (IMSA).
- Ability to become certified as Pavement Markings Technician Level III from IMSA within one (1) year of appointment.
- Temporary Traffic Control (TTC) Intermediate certification.
- OSHA Forklift certification within one (1) year of appointment.
- FEMA certifications (NIMS) within one (1) year of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop effective plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, or technical systems.
- Knowledge of and experience in traffic pavement marking installation and repair (including maintenance of same) in accordance with federal, state, and County regulations
- Knowledge and experience in traffic sign fabrication, field assembly, installation, and repair (including maintenance of same) in accordance with federal, state, and County regulations
- Knowledge of utilizing MS Office and Outlook software (or similar).
- Knowledge of MUTCD, FDOT, and other regulatory standards and criteria.
- Knowledge of the standard practices, methods, tools and materials of the traffic control and sign fields.
- Knowledge of basic traffic engineering relating to proper traffic pavement marking standards and operations.
- Knowledge of procedures, methods, and practices of conducting traffic engineering studies in connection with traffic control.
- Knowledge of equipment and materials utilized in traffic engineering studies and traffic control.
- Knowledge of inventory methods and record control.
- Knowledge of standards and practices related to roadway pavement marking.
- Ability to effectively manage employees and schedule work.
- Ability to prioritize and analyze data.
- Ability to effectively manage employees and schedule work.
- Ability to organize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will regularly be required to stand, climb, balance, stoop, kneel, crouch, and crawl; will regularly be required to walk, sit, reach with hands and arms, and taste or smell; and will frequently be required to use hands to finger, handle, or feel, talk, or hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*