



Job Description

TITLE: Traffic Supervisor	JOB CODE: 2550
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under the direct supervision of the Public Works Director, acts as a working supervisor over traffic operations for the Public Works Department; ensures compliance with all MUTCD state traffic regulations; ensures compliance with all laws and regulations related to paint storage, disposal and application; oversees and evaluates traffic studies; oversees all sign shop activities.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises assigned staff; assigns tasks; trains and instructs employees as required; monitors work in progress and employee performance; conducts performance evaluations for assigned staff.
- Assists Public Works Director in hiring, training, and terminating Traffic division personnel; coordinates a variety of administrative activities including employee scheduling and payroll reporting.
- Assists Public Works Director in preparation on Traffic division budgets; makes recommendations on proper Traffic methods to ensure the best outcome.
- Trains staff in MUTCD and ATSSA compliance; supervises and observes performance to ensure that these regulations and all safety practices are followed by crews in the field.
- Inspects and formulates plans for the installation and maintenance of traffic signs and markings to ensure the safety of the public; ensures compliance with all laws and regulations.
- Interacts frequently with the public; reports citizen complaints to the Public Works Director.
- Supervises and assists with the fabrication, installation and repair of signs for County roads and County buildings; oversees the striping of all County roads by means of paint stripping equipment; ensures the accuracy and placement of all signs and markings.
- Plans, supervises and performs work zone traffic control as needed; ensures all methods are in compliance with MUTCD laws and regulations.
- Enforces safety regulations, such as eye protection, hard hats, gloves, steel-toed boots, reflective vests, and ear plugs for daily use in shop and work construction sights.
- Maintains all safety equipment and verifies that all equipment meets OSHA requirements.
- Assists the Public Works Director in planning and conducting traffic studies: to determine classification, speeds, volumes, accidents; sets up and monitors necessary equipment for the studies.
- Monitors and inspects work zone devices and signs; advises supervisor in charge of any problems and suggest necessary improvements.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the Manual of Uniform Traffic Control Devices (MUTCD) and related codes, specifications and regulations.
- Knowledge of supervisory principles, practices and methods.

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- Knowledge of sign fabrication equipment.
- Knowledge of painting equipment including repair and maintenance.
- Knowledge of the operation of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations related to job.
- Knowledge of the rules and guidelines related to work zone safety and safe traffic control.
- Knowledge of County policies and procedures.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in the use of the striping vehicle, the traffic counter and in measuring and cutting signs.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Skill in the use of a personal computer and standard software.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High School diploma or GED equivalent and five (5) years experience in the Traffic control field.
- Requires certification as a Traffic Control Supervisor through ATSSA.
- Valid New Mexico Commercial Driver's License (CDL-Class B).

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment and various medium and heavy vehicles and equipment, hand and power tools, paint striper and sign equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____