



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Signs and Markings Supervisor **LAST UPDATED:** 08/12/09
DEPARTMENT: Engineering Services – Traffic Control **JOB CLASS:**
REPORTS TO: Traffic Superintendent **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Traffic Superintendent, oversees the fabrication, installation, repair, and maintenance of traffic control signs, pavement markings, guardrail and permanent barricades. Supervises assigned traffic control staff and oversees signs and markings budget. Responds to and investigates citizen inquiries.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Schedules and prioritizes work for sign shop coordinator and all signs and markings technicians.
- Helps develop, counsel, discipline, evaluate, and direct the work performance of all subordinates.
- Oversees and supervises sign shop coordinator and all signs and markings technicians in the fabrication, installation, repair, and maintenance of traffic control signs, pavement markings, guardrail, and permanent barricades.
- Assists assigned staff with personnel issues including disciplinary action, approving time cards, time requests, assigning training, and issuing uniforms.
- Assists with setting up work zones for work sites, special events, and emergency situations.
- Assists with creating and maintaining Traffic Control standard operating procedures and/or checklists for installation, maintenance and repair.
- Assists the Traffic Superintendent with scheduling training topics for bi-weekly training for all Traffic Control staff that occurs during at least 9 months of the year.
- Installs, repairs, and maintains traffic control signage.
- Installs, repairs, and maintains pavement markings.
- Installs, repairs, and maintains guardrail and permanent barricades.
- Performs pavement marking layouts.
- Assists with fabrication of traffic control signs.
- Coordinates with other departments/divisions and outside agencies on traffic control projects.
- Monitors supplies and generates purchase orders and requests necessary to complete work orders and construction projects.
- Performs safety inspections of equipment and enforces safety rules and practices on the work site.
- Responds to reports of missing or damaged traffic control signs and notifies appropriate personnel for repairs.
- Orders street signs and markings to meet Federal, State and City regulations and codes.
- Responds to inquiries and complaints from citizens, contractors, developers and other City departments.

- Provides technical assistance and guidance to all signs and markings staff, as related to current or proposed construction or maintenance projects.
- Operates heavy equipment and power tools to assist in the completion of work orders when necessary.
- Provides on the job training or arranges for formal training for personnel as needed.
- Maintains inventory of necessary supplies, materials, and tools to complete work orders and tasks.
- Assists the Traffic Superintendent with overseeing monthly and quarterly inventory requirements.
- Reviews plans, specifications, and blueprints to determine appropriate crew assignments, estimate materials, and monitors compliance with Federal, State and City regulations.
- Provides price quotes and submits Department Purchase Order requests for materials and equipment as required.
- Assists with writing specifications for signs and markings equipment bids.
- Inspects job-sites for quality control.
- Inputs work order data into computer as needed and may generate work orders.
- Maintains records as required.
- Flags traffic and and installs workzone signage and barricades needed to perform work safely at job sites.

Other Important Duties:

- Must work overtimes as required.
- May be required to work weekends or after hours to support traffic management and operations for special events.
- May be required to assist with setting up traffic control or detours necessary for special events and emergency situations.
- May be required to work overnight shifts for the installation of pavement markings.
- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Travels to job sites and attends meetings, conferences and training.
- Performs other related duties as assigned.
- Must have good organizational and filing skills.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of the Manual of Uniform Traffic Control Devices.
- Knowledge of traffic control sign, pavement marking, and guardrail maintenance, repair, and construction methods and practices.
- Knowledge of TxDOT workzone safety requirements and procedures.
- Knowledge of general construction practices and methods.
- Knowledge of basic heavy equipment and power tool operation and maintenance.
- Knowledge of occupational safety and health regulations and practices.
- Knowledge of computers and related equipment, hardware and software.
- Skill in basic mathematical calculations.
- Skill in effective oral and written communications.
- Skill in reviewing plans and specifications to determine estimates of time, materials and equipment necessary to complete work orders and construction projects.
- Skill in planning, coordinating and implementing multiple maintenance, repair and construction projects.
- Skill in training, developing and motivating assigned staff.
- Skill in effectively supervising and delegating duties to assigned staff.

- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** four (4) years street construction, heavy equipment operation and/or sign fabrication, two (2) years of which is in a lead or supervisory role; **or** equivalent combination of education and experience.
- Must have IMSA Work Zone Safety or ability to obtain within 6 months of date of hire (TEEX course certification will be considered).
- Must have IMSA Level II Certification in Signs and Marking or the ability to obtain within 12 months of date of hire.
- Must have IMSA Level III Certification in Signs and Markings or the ability to obtain within 24 months of date of hire.
- Must pass a pre-employment drug screen, criminal background, MVR check and/or post-offer physical agility exam.
- Must possess State of Texas Class “A” CDL Driver’s License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as twisting and upper body motion, braking, operating levers, digging, when operating heavy equipment, or manually assisting in the maintenance and repair in assigned area.
- May be subject to exposure to extreme temperature conditions, confined spaces, trenches, hazardous chemicals, fumes, air and water borne pathogens and infectious diseases.
- May be subject to climbing, bending, reaching, kneeling, loading, unloading, transporting, lifting and carrying such as retrieving or replacing materials, tools, equipment, landscaping.
- Must be able to lift up to 60 pounds.

Equipment and Tools Utilized:

- Uses GPS equipment and digital camera to locate signs.
- Works with chemicals to clean equipment.
- Operates light and heavy construction equipment including concrete saws, back hoes, bob cats, MMA applicator, thermoplastic applicator, paint sprayer, epoxy dispenser, hand squeeze roller applicator, post hole diggers, pole puller, air tools, compressor and grinders as needed. Also uses power tools, personal computer, copier, fax machine, shovel, 2-way radio, cellular phone, and department vehicles.

Approved By:

Signed by Shelley Lang, Engineering Services Division Manager
Shelley Lang, Engineering Services Division Manager

09/17/2015
Date


 Shannon Allyn, Human Resources Generalist

09/17/2015
Date