



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Traffic Superintendent
DEPARTMENT: Engineering Services
REPORTS TO: Traffic Operations Division Manager

LAST UPDATED: June 9, 2015
JOB CLASS:
FLSA DESIGNATION: Exempt

Summary: Under general direction of the Traffic Operations Division Manager, the Traffic Superintendent oversees and manages the daily operations of the Signal Control and Traffic Control Divisions. The Traffic Superintendent assists in planning and overseeing traffic signal and lighting capital improvement projects for enforcement and compliance with City contract specifications. Assists in the supervision of the Traffic Signal and Lighting Supervisor, and Traffic Control Supervisor, and assigned subordinates. The Traffic Superintendent assists with the development and management of the signal control, lighting, and traffic control budgets.

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:

- Oversees and manages the daily operations of the Signal Control and Traffic Control Divisions.
- Directly supervises the Traffic Signal and Lighting Supervisor, and Signs and Markings Supervisor, and oversees the Signal Control and Traffic Control Divisions.
- Helps to develop, counsel, discipline, evaluate, and direct subordinates work performance.
- Assists with inputting and approving time cards for assigned staff.
- Attends meetings with upper management, conducts staff meetings, and schedules topics for bi-weekly training for all Signal Control and Traffic Control staff that occurs during at least 9 months of the year.
- Assists with creating and maintaining standard operating procedures and/or checklists for maintenance and trouble call response procedures.
- Responds to citizen requests and complaints.
- Writes reports summarizing monthly construction and maintenance activities and budgetary status.
- Maintains records of worked performed, materials used and labor cost for work management system.
- Coordinates with other departments/divisions and outside agencies on traffic projects.
- Responsible for inventorying materials for both the traffic signal, lighting and traffic control groups.
- Assists and orders materials for new and existing traffic signals, street lights, signs and pavement marking materials. Authorizes purchases and oversee expenditures for warehouse stock items.
- Responsible for monitoring the monthly and quarterly inventory requirements.
- Responsible for receiving inventory, which includes verifying that the items received correspond with the packing slips and are received and released for payment in the City's Munis system.
- Researches and writes estimates on traffic operations projects which include costs for labor and materials to provide for tracking, billing, and budget allocations purposes.
- Assists and helps to oversee traffic control setup for traffic switches and Capital Improvement Projects.

- Interacts with public and private organizations, developers, contractors, City Council, City departments, staff, and residents on construction projects.
- Assists on construction projects from preconstruction meetings to issuing final acceptance.
- Mediates construction standard differences between Inspectors, Contractors and Developers if unresolved by Traffic Signal and Lighting Supervisor.
- Oversees the production of narrative and written technical reports related to preliminary construction site inspections, quality control, and the review and authorization of franchise utility permits.
- Oversees bids and assists with writing technical specifications for traffic signal hardware, signal pole, school zone flasher, lighting equipment, sign materials, and pavement marking materials purchased by the City.
- Monitors contract specifications for traffic signal and lighting construction issues.
- Plans and implements safety procedures at job site.
- Reads and interprets blueprints, plans, schematics, and other diagrams; to determine procedures, materials, tools and equipment required.
- Makes recommendations and carry out plans with the approval of the Traffic Operations Division Manager.
- Activates traffic control devices and other equipment upon completion of installation.
- Responds to trouble calls on equipment malfunctions; identifies problem; repairs or replaces faulty equipment; documents trouble call and problem resolution.
- Maintains records as required.
- Effects repairs of a responsible nature.
- Utilizes assorted test equipment.
- Tests circuitry, programs solid state controllers and time clocks and makes cabinet modifications.
- Replaces parts such as load switches, relays and flashers, and documents process.
- Oversees the operation and maintenance of construction fleet (platform lift truck, boom truck, trenchers, backhoe, concrete saws, etc.); may inventory and maintain other equipment and materials.

Other Important Duties:

- Travels to monitor work sites, and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.
- May be required to work weekends or after hours to support traffic management and operations for special events.
- Must work on-call and overtime as required.
- Must live within 45 minutes of Frisco city limits.

Required Knowledge and Skills:

- Expert knowledge of the common principles, practices, equipment, materials and methods used in the installation and maintenance of traffic control devices, pavement markings, and guardrail.
- Knowledge of the occupational health and safety rules, regulations and practices.
- Effective oral and written communication skills.
- Use of and maintain common hand tools and equipment.
- Proficient in the use of computers and related equipment, hardware and software applicable to area of assignment.
- Skill in conducting field inspections and detecting necessary maintenance and repairs of signs, pavement markings, and traffic control devices.
- Skill in effective verbal and written communications.
- Skill in planning and implementing departmental and division procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.

- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Position requires Associates Degree from Technical/Trade school in a related field **and** ten (10) years' experience in the installation, maintenance, and repair of traffic control devices with 2 years in a supervisory role **OR** equivalent combination of education and experience.
- Experience with NEMA TS1/TS2 preferred.
- Must have IMSA Level III Certification in Traffic Signals or the ability to obtain within 6 months of date of hire (equivalent TEEEX course certifications will be considered).
- Must possess IMSA Work Zone Safety or TEEEX course certificate.
- Must have IMSA Level I and II Certification for Signs and Markings or the ability to obtain within 12 months of date of hire.
- Must have IMSA Level III Certification for Signs and Markings or the ability to obtain within 24 months of date of hire.
- IMSA Signal Inspector Certification or the ability to obtain within 12 months of date of hire.
- IMSA Roadway Lighting Level I or ability to obtain within 12 months of date of hire.
- Must pass a pre-employment drug screen, background check, motor vehicle record check and post offer physical agility exam.
- Must possess valid State of Texas Class A CDL Drivers License within six months of hire date.

Environmental Factors and Conditions/Physical Requirements:

- May be subject to bending, reaching, kneeling and lifting such as repairing or replacing equipment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, snakes, insects, and wild life common to municipal water and sewer pump and lift station facilities and underground utilities.
- Work in high voltage areas, and at heights up to 50 feet.
- Lifts objects such as signal heads, cabinets, controllers, poles, mast arm signs, generators, tools and materials weighing up to 50 lbs.
- Climb up and down from the back of trucks and man lift devices, reaches above head to change out signal aerial equipment, digs and works in ditches and bore pits.
- May be subject to working in extreme heat, cold and temperature swings.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, heavy equipment, power and hand tools, such as backhoe, concrete saw, jackhammer, rotary hammer, boom trucks, mechanical ditcher, etc. and department vehicles.
- Use of City bucket truck.
- Use of PC and/or Laptop.
- Use a variety of standard electronic and electrical testing instruments and tools including traffic monitor tester, load switch flasher and flash transfer analyzer, NEMA TS1 and TS2 controllers, NEMA conflict monitors, loop inductance meter, line locator, and volt-ohm meter, portable changeable message signs.
- Operates a computer or terminal to monitor and input instructions in to traffic control devices.
- Uses GPS equipment and digital camera to locate signs.

Approved By:



Shelley Lang, Engineering Division Manager

6/9/15

Date

Shannon Allyn, Human Resources Generalist

06/04/2015

Date