

## **CLASS TITLE: TRAFFIC SIGNS AND PAVEMENT MARKING SUPERVISOR**

**PURPOSE OF THE CLASSIFICATION:** Performs supervisory work in directing the production, installation, and maintenance of traffic signs, pavement marking, guardrail, and related equipment including the weld shop, maintains work, inventory, and maintenance records as needed, and other related assigned duties.

### **EXAMPLES OF DUTIES:**

- Plans and supervises workers engaged in the installation of pavement markings and related equipment
- Plans and coordinates all work performed for guardrail maintenance and the weld shop
- Plans and schedules all work assignments for installation and maintenance to maximize safety and minimize inconvenience to the public
- Schedules emergency repairs on a priority basis
- Coordinates with other groups on installation and recovery of costs for special signs manufactured and/or installed by Traffic Operations
- Tracks the available budget and expenditures for signs, pavement markings, and welding
- Inspects and tracks work orders assigned to this group to insure conformance with standards and specifications and timely completion
- Acts as Building Coordinator for the Charles Hardt Operations, Maintenance, and Engineering Center (Traffic Operations Building) to insure proper maintenance procedures are completed and to submit work orders or coordinate with vendors for repairs, as needed.
- Maintains an inventory of parts, supplies, and materials
- Reviews and evaluates subordinates' performance
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration, engineering, or a related field, and five (5) years of progressively responsible experience in construction or maintenance work, including two (2) years of experience in the installation, production, or maintenance of signs or pavement markings; or bachelor's degree in business or public administration, engineering, or a related field, and three (3) years of progressively responsible experience in construction or maintenance work, including one (1) year of experience in the installation, production, or maintenance of signs or pavement markings; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, practices, and techniques used in general maintenance and operations work; considerable knowledge of the materials, methods, and practices of traffic signs and pavement markings maintenance, production, and installation; and good knowledge of the Manual on Uniform Traffic Control Devices (MUTCD). Ability to plan, coordinate, and supervise the maintenance, production, and installation of signs, pavement markings, and related equipment; ability to read and interpret construction plans, work orders, and specifications; ability to coordinate routine installation and emergency repairs to insure a minimum of public inconvenience; ability to make time, materials, cost, and labor estimates; ability to maintain complete and accurate records and reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 5 pounds, with occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Requires possession of a valid Oklahoma Class "D" Operator's license and possession of a valid Class "B" Commercial Driver's License (CDL) within six (6) months of hire date.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for inspections.

**Class Code: 1166**

**EEO Code: E-07**

**Pay Code: EX-36**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective date: October 9, 2017**