

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.

Signs & Markings Supervisor

Department: Transportation

Pay Grade: 509

FLSA Status: Non-Exempt

Job Code: T732

JOB SUMMARY

The purpose of this classification is to supervise the signs and markings unit of the Transportation Department, including striping roadways, resolving traffic requests and complaints, and recommending traffic improvements.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; directs work, counsels, disciplines and completes employee performance evaluations.
- Provides directions and assistance to employees; coordinates daily activities; organizes and prioritizes workload; monitors status of work; troubleshoots problem situations.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Ensures that installation and placement of traffic signs, pavement markings, and related activities are conducted in compliance with applicable traffic control device regulations, standards, and specifications, including guidelines governing placement height, visibility, sign size, sign color, location on City right-of-way, and other criteria; initiates any actions necessary to correct deviations.
- Supervises and installs, repairs, and maintains traffic control signs to provide information, notices or warnings, such as street names, speed limits, stop signs, handicap notices, regulatory notices, river/creek names, bridges, bridge weight limits, City limits, road curves, E-911, construction work zones, warnings, and other signs; installs or places road barricades, road closing notices, and detour signs; removes old signs/posts from ground;

digs holes for sign posts; drives new sign posts into ground; paints barricades and dead-end hazard barriers.

- Supervises crew that applies and maintains pavement markings on road surfaces, such as highway lanes, parking lot lines, intersection markings, pedestrian walkways, directional arrows, and other markings; applies paint and thermoplastic pavement markings; installs raised pavement markers at intersections and on highways; erases pavement markings.
- Supervises designs on specialized computer software creating customized signs as per established standards from Manual on Uniform Traffic Control Devices; operates sign cutting machine to cut out letter/number characters from aluminum blanks and sheeting; lays out letters and adheres to blank sign plates; designs and constructs any special/custom signs as needed.
- Performs customer service functions; exchanges information with the public regarding work; logs complaints or problems and refers them to the appropriate personnel.
- Develops and implements long and short term plans, goals, and objectives for the division; prepares work program; ensures implementation; develops or reviews policies relating to emergency operations.
- Coordinates with contractors on installation of raised pavement marker projects.
- Assists in performing final inspection for projects requiring Certificate of Completion for Roswell Department of Transportation. Inspects traffic control devices and pavement markings to ensure compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures: initiates any actions necessary to correct deviations or violations of MUTCD rules and regulations.
- Assists in developing and administering budget for assigned department; monitors expenditures to ensure compliance with approved budget.
- Coordinates response for traffic control support when required by other departments, agencies and utilities during emergency situations such as gas breaks and water main breaks; responds to emergency situations for traffic sign and signal issues.
- Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a bucket truck, utility vehicle, band saw, lashing machine, drill press, loop saw, measuring instruments, mechanic tools, hand tools, hydraulic tools, pneumatic tools, Camm-Pro, Ditch Witch, or two-way radio.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, replacing parts, washing or cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, assists with traffic control/safety at work sites, and monitors work environment to ensure safety of employees and other individuals; flags traffic through/around work sites; sets up detours, safety cones, barricades, barrels, and road/warning signs.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

- Attends meetings and serves on committees as needed; participates on review committees, safety committees, or other committees.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Notifies residents and businesses of work being performed; responds to citizen complaints and property damage claims. Suggests and recommends corrective measures as necessary to resolve issues. Responds to inquiries and concerns from public, contractors, developers and other City Departments on signing and marking aspects of City infrastructure.
- Assists in the hiring of personnel which includes interviewing, making recommendations and selection. Provides training and developing employees in areas of work processes and safety and ensuring compliance with all approved City guidelines.
- Prepares or completes various forms, reports, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Serves on-call for after-hours calls related to emergency road closure and damaged traffic signs.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED equivalent; three (3) years of experience in traffic control, construction or related public works operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain an IMSA Level II Signs and Markings certificate.
- Possess and maintain a valid Class B Georgia Commercial Driver's License (CDL) with an Air Brake endorsement, and a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, odor, temperature and noise extremes, and traffic hazards.

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

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.