

TRAFFIC SERVICE WORKER IV

NATURE AND VARIETY OF WORK

This is skilled and supervisory work in the operation of a crew engaged in the installation and maintenance of signs, signals and street pavement markings. Incumbents assigned to this class are responsible for coordinating the work of an assigned crew with other traffic programs, as well as public works construction and maintenance crews. Work is performed with freedom to resolve the less complex day- to-day working problems in the field. Work is evaluated relative to the accuracy and dispatch with which assignments are performed.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Plans, schedules, supervises and participates in the work of a crew engaged in installing and maintaining traffic control signs.

Works with crew supervisor and traffic engineering personnel in determining work methods and job priorities and keeps these persons apprised of progress as well as unusual work situations which may require their attention.

Inspects and performs preventive maintenance and routine repairs on all vehicles and equipment assigned to the program.

Works with supervisor in appraising utilization of personnel, equipment, and supplies.

Completes work orders and productivity reports.

Initiates requisitions for operational supplies.

Assists supervisor in investigating complaints and inquiries from citizens, businesses, contractors, etc.

Inspects the work of sign crews during and after completion to insure work adheres to the County policies, procedures, and standards.

May assume the duties and responsibilities of the supervisor in their absence.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Characteristic of All Areas

Extensive knowledge of the practices, methods and materials used in the traffic program (sign/signal installation and maintenance or pavement marking) to which assigned.

Extensive knowledge of the Manual on Uniform Traffic Control Devices.

Extensive knowledge of records maintenance.

Extensive knowledge of the geographical layout of the County.

Skill in the operation of a variety of vehicles and equipment, including specialized equipment used in assigned traffic program.

Ability to follow written and oral instructions.

Ability to perform preventive maintenance and routine/specialized repairs on assigned equipment.

Ability to supervise and evaluate the work of semi-skilled and skilled traffic service worker positions in the conduct of work assigned in the field.

Ability to deal courteously and effectively with others.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED certificate, plus three (3) years of experience in traffic engineering operations, one (1) of which must include lead/supervisory duties over subordinates; or an equivalent combination of education and experience which provides the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

6328 – Traffic Service Worker IV

Good physical condition.

Possession of a valid driver's license.

Willingness to work out doors in any kind of weather.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: 7/66
REVISED: 10/88