

LINN COUNTY CLASSIFICATION

TITLE: TRAFFIC CONTROL MANAGER

NUMBER: 247

PAY RANGE: 18

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2013-397

DATE: December 3, 2013

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, supervises and participates in the construction and placement of traffic control devices in accordance with the uniform traffic control standards; plans and supervises the pavement marking program; assists in the establishment of standards and training for traffic control operations.

SUPERVISION RECEIVED: Works under the direct supervision of the Roadmaster who provides policy guidelines, establishes priorities and evaluates performance for conformance to policy and effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievance, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Establish priorities and assign the work program of Traffic Control employees; supervise and participate in traffic sign installation and repairs; update existing road signs and replace stolen and vandalized signs.
2. Supervise and participate in the manufacture of regulatory, warning, guide (informational) and construction signs for county roads and supervise their proper installation in conformance with the state adopted manual on Uniform Traffic Control Devices (including painting, lettering and sign layouts). Maintain and recommend placing of signals, luminaires and flashing lights.
3. Conduct sign surveys, traffic evaluation studies, traffic flow and accident analysis and make appropriate recommendations. Assist in the establishment and coordination of work zone traffic control policies, procedures and training for Road Department personnel. Enforce safety policy and the proper use and care of equipment assigned.
4. Schedule, supervise and participate in the painting of all pavement markings including centerline striping, edge line, railroad crossing pre-marks, stop bars and crosswalks.
5. Estimate material needed, order necessary amounts and supervise storing and inventory control over stocks. Keep records of material, labor and equipment on daily basis for assigned personnel and submit monthly reports; keep records for budget information. Maintain and update file system for individual road signing inventory and traffic accident reports.

6. Interpret and apply terms and conditions of Collective Bargaining Agreement. Assist in hiring, evaluating and disciplining employees; attempt to resolve grievances.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or may be a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the methods, equipment and materials used in the manufacturing of signs. Thorough knowledge of the Manual on Uniform Traffic Control Devices and the Oregon supplement. Considerable knowledge of the proper methods of preparing wood, glass, metal and other surfaces for lettering with brushes, spray guns and stencils. Considerable knowledge of computerized sign design and layout programs and automated sign cutting equipment. Considerable knowledge of the maintenance and safe operation of equipment and machinery involved in the construction of signs and preparing highway markings. Thorough knowledge of work zone traffic control operations and safety.

Ability to interpret and work from specifications and pencil layouts; Ability to plan, assign and supervise the work of others. Ability to conduct traffic studies in accordance with accepted procedures and prepare recommendations. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with other employees and the public. Ability to effectively utilize computer aided design software, spreadsheet, word processing and database applications. Ability to prepare training plans and conduct training in a small or large group setting.

EXPERIENCE, EDUCATION AND TRAINING: Five years of experience in the design and layout of signs, sign painting and highway marking activities; Significant experience with planning and implementing work zone traffic control operations; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Commercial Driver's License, Class "B" with Air Brake Endorsement and an acceptable driving record. Traffic Control Supervisor certification issued by the Oregon Department of Transportation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.