

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Traffic Operations Supervisor – Sign &amp; Markings, Street Lighting, Signal</b>	Department:	Traffic Operations
Requisition Number:	2018229		
Hours:	6:30 a.m. – 3:30 p.m., may vary	Rate of Pay:	\$30.9150 per hour
Date Posted Up:	11/13/2018	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Traffic Operations Director, the incumbent oversees and participates in the work of Traffic Operations Sign & Markings, Street Lighting, and Signal department’s staff and construction crews. Incumbent is on-call 24/7 for support of subordinates working night shift needing help, accident knockdowns of signal, sign and lighting equipment, or any signal or system malfunction needing a management decision. The incumbent is expected to monitor, perform and assist with various, interrelated electronic and related repairs and maintenance procedures. Careful judgement is necessary in coordinating/reviewing the timeliest and cost effective remedies for any irregularities. Assisting the supervision and coordination of various construction projects requires utilizing information supplied by the departments Geographic Information Systems (GIS).The incumbent performs complex tasks creating and updating digital maps in support of the GIS. Judgement is needed in adapting certain standards such as doing inventories of the location, types and sizes of all traffic signs, pavement markings, traffic signal devices, and streetlights. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Supervises all aspects of Sign & Markings, Street Lighting, and Signal sectors of the Traffic Operations Department;
- Determines the needs for various construction projects for each of these departments with construction and maintenance ensuring work coordination and prioritization including traffic control;
- Directs traffic sign fabrication and installation, and maintains pavement marking programs;
- Oversees and participates in the work of engineering construction crews including signal installation and maintenance, equipment installation, replacement and repair, electrical work, cable plant maintenance, overhead work, etc.;
- Provides technical support to engineers and contractors in which signal intersections or communications are involved. Setup, testing, and certification of intersection electronics before equipment is released to contractor for installation;
- Attends construction meetings to coordinate projects for the City between engineers and contractors, layout of City facilities, and follow up as built plans as required;
- Works with IUPPS in Allen County to provide proper locates of all of our underground utilities, and those we maintain under contract (INDOT, Allen County, New Haven, and Hometown). This would include downloading several times daily all locates for Allen County, sorting and tracking locates, and assigning locates to mark our utility immediately to prevent damage to City owned equipment. Submitting locates for our crews working in the field and requesting cut permits are also required;

- Oversees/maintains the communications infrastructure within the City limits, which ties all signals to the ATMS system. Telephone grade terminal boxes are annually inspected for maintenance work required including troubleshooting of communication wire problems;
- Tracks trouble calls, and monitors project schedules ensuring timely completion;
- Supports and assists Director in budgeting and purchasing plans to lay out monthly spending, and monitors purchasing daily to stay within CIP commitments;
- Manages and maintains supplies inventories, both qualitatively and quantitatively;
- Assists in reviewing new job applicants, comparing resumes, checking references, and offering recommendations to the Director on prospective employees. This position oversees the 90-day probation period for new employees, trains on all aspects of signal equipment, software of signal systems, electrical/electronic, and overhead/construction equipment.
- Oversees building and vehicle maintenance;
- Oversees training of apprentices;
- Deals with public or citizen complaints involving traffic signals, signs & markings, and street lighting, which may require on site meetings and follow up with corrective action as needed;
- Monitors employee performance, project problems, safety implementation, schedule and specification compliance, and project results;
- Assigns daily work, setting up working schedules including rotating shifts and ensures coworkers use of all relevant safety measures.
- Performs complex tasks creating and updating digital maps in support of the Geographic Information System;
- Investigates and ensures correction of problems like signal malfunctions, storm damages, equipment repair, etc.;
- Ensures coordinated traffic operation installation/modernization projects, including contracted work, City and Federal projects;
- Assists in managing department budget process for both Traffic and Lighting;
- Prepares and maintains Traffic Operations engineering specifications and departmental standards;
- Assists in managing billing system for Traffic Operations damage accidents and outside contracts;
- Act as liaison for the Administration to all utility companies operating within City limits;
- Assists in managing city owned fiber optic system;
- Performs employee evaluations and recommends compensation adjustment;
- Assists in managing performance measures program for all employees within Traffic Operations;
- Submit locates for our crews in the field which includes cut permits.
- Manages and oversees proper functioning of all City owned ornamental lighting including Martin Luther King Bridge, Gateway Markers, Catalpa Street underpass, and State Street Archway.

#### **MARGINAL FUNCTIONS**

- General knowledge of electronics principles, procedures, methods, and materials relative to traffic engineering;
- Ability to monitor and assist construction crews in the shop or field, maintaining on-schedule, efficient, effective, and safe working procedures;
- Thorough knowledge of outside construction practices, including concrete and steel work, landscaping, duct systems, etc.

#### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

- Manages a staff totaling 28 employees in Sign & Markings, Street Lighting, and Signal sectors of the Traffic Operations Department, along with 3 other Supervisors;
- Is responsible for the overall direction, coordination, and evaluation of these units;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, The incumbent must strong leadership skills and apply Traffic Operations department standards and guidelines to the performance and product of all duties, which are then reviewed for compliance. The work involves substantial electronics interrelationships that must be effectively coordinated. Judgment errors could result in considerable damage in terms of personal or public safety. This position entails working leadership of construction crews and insurance of their safety.

## **EDUCATION and/or EXPERIENCE**

- Any combination of education/experience equivalent to a Bachelor's Degree in Management and seven years' experience in traffic operations related department;
- Knowledge of methods and materials relative to sign/pavement marking, street lighting operations, and signal operations;
- Ability to coordinate the administration planning, execution, completion, and inspection of projects in all three areas;
- Communication skills conducive to maintaining effective working relationships with contractors, other department personnel, the public, and to supervising employees;
- Computer literacy and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Apply Traffic Engineering Department standards and guidelines to the performance and product of all duties, which are then reviewed for compliance. The work involves substantial electronics interrelationships that must be effectively coordinated. Judgment errors could result in considerable damage in terms of personal or public safety. This position entails working leadership of construction crews and insurance of their safety.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;

- Journeymen Electricians License OR IMSA work zone safety certification.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Emergencies can require on-call duty and work outside in extreme temperatures or other abnormal weather conditions. The work involves regular soiling of clothing or skin, exposure to noise and hazardous situations, especially with high voltage/ampereage systems, heavy equipment and working amidst vehicle traffic. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.