



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Traffic Operations Supervisor

Department: Street Reports to: Street Superintendent Pay Grade: H14
Date Established: 3/2014 Date Revised: 4/2019 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Traffic Operations Supervisor is responsible for the ongoing technical development, maintenance and operation of the Traffic Operations Center and its associated traffic signals, video cameras, fiber optic network and other Intelligent Transportation Systems to provide a safe and effective pedestrian and traffic flow in the City. The job performs all required technical work and applies practical traffic engineering principles to improve traffic flow using complex electronic traffic control equipment and signal timing designs. The job is accountable for planning, organizing, and supervising traffic operations within the City of Pocatello, including street lighting, traffic signs, and pavement markings.

This is a highly technical job requiring a high level of knowledge in electronics, electricity, video surveillance, computers, computer networking and fundamental engineering principles. This position is responsible for the resolution of citizen complaints on a wide variety of traffic issues, safety concerns, parking and other related issues. This position must also work in cooperation with other governmental agencies, citizens, and communities to resolve problems. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The position supervises the Electrician, Equipment Operator, and Lead Pavement Marking and Signing Technician positions. The job performs the duties of Street Superintendent in that employee's absence.

The work environment is a public building and outdoor environment that may include exposure to adverse weather conditions and hazards involving the use of power tools and equipment. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment, moving vehicles, heavy equipment, and power systems which subjects the employee to mechanical, electrical, and traffic hazards.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs the technical operations, development, expansion, and maintenance of the Traffic Operations Center and its associated traffic signals, video cameras, fiber optic network, and ITS (Intelligent Transportation System) to provide a safe and effective pedestrian and traffic flow in the City. Researches and applies traffic engineering principles and computer technology (to implement safer and more efficient traffic flow.

Deploys, operates, and maintains the video camera traffic-monitoring network, including providing network access to other interested and affected agencies. Performs diagnostic, troubleshooting, and repair work on ITS network and computer system. Makes adjustments to system for improved traffic flow. Monitors and maintains the fiber optic network. Responds to and investigates complaints and reports of ITS malfunctions and makes repairs, corrections, and adjustments, as needed.

Works with other City departments, outside agencies, and design engineers on roadway and intersection design to implement efficient traffic signal and ITS technology. Assists and provides information to agencies and contractors working on City projects that may affect or be affected by the traffic control system.

Performs the programming, updating, maintenance, and repair of traffic signals, electronic signs, and street lighting, as needed.

Monitors traffic signal, signing, striping projects. Supervises the installation and maintenance of the City's traffic control systems, including traffic signals, design and painting of roadway striping and markings, erecting traffic signs, and determines appropriate speed limits and zones throughout the city.

Ensures that the traffic control systems comply with federal, state, and city regulations, which requires in-depth knowledge of The Manual on Uniform Traffic Control Devices and other governmental regulations.

Purchases materials and equipment using the City p-card system, as needed. Operates power equipment and hand tools. Operates specialized electrical testing equipment.

Participates in short- and long-term planning for Department operations, including assisting in establishing and implementing budgets.

Supervises, trains, schedules, assigns duties, evaluates, and disciplines fulltime employees. Hires, supervises, trains, schedules, assigns duties, and disciplines part-time/seasonal employees.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives for the operation, development, expansion, and maintenance of the Traffic Operations Center and its associated traffic signals, video cameras, fiber optic network, and ITS (Intelligent Transportation System) to provide a safe and effective pedestrian and traffic flow in the City;
- Methods and techniques of the operation of coordinated traffic control systems, advanced traffic controllers, video traffic detection and surveillance cameras, fiber optic network equipment, wired and wireless networks, and affiliated computer operating and support systems;
- Methods, techniques, and tools used in the installation, programming, updating, maintenance, and repair of traffic signals, electronic signs, and street lighting;
- Methods, techniques, and tools used in the maintenance, installation, programming, and repair of traffic control systems and their components including, but not limited to, wiring, conduit, computerized control components, intersection controllers and cabinets, and vehicle and pedestrian detection systems;
- Methods, techniques, and tools used in installation, maintenance, & repair of fiber optic cable;
- State, federal, City, and other applicable electrical, building, and safety codes;
- In-depth knowledge of The Manual on Uniform Traffic Control Devices;
- Operation of a personal computer and job-related software applications;
- Operation of specialized electrical tools, metering, testing equipment, and electrical control and monitoring systems;
- Safe work practices relating to use of light and medium equipment, power tools, ladders and power lifts, and repair and maintenance materials;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Budgeting processes and implementation.

Skill and Ability to:

- Direct the technical operations, development, expansion, and maintenance of the Traffic Operations Center;

- Research and apply traffic engineering principles and computer technology;
- Deploy, operate, and maintain the video camera traffic monitoring network, including providing network access to other interested and affected agencies;
- Work with other City departments, outside agencies, and design engineers on roadway and intersection design to implement efficient traffic signal and ITS technology;
- Perform diagnostic, troubleshooting, and repair work on an ITS network and computer system;
- Monitor and maintain the fiber optic network serving the City, City of Chubbuck, and Idaho Transportation Department;
- Respond to and investigate complaints and reports of ITS malfunctions and make repairs, corrections, and adjustments, as needed;
- Perform the programming, updating, & repair of traffic signals, electronic signs & street lighting;
- Operate a personal computer and job-related software applications;
- Operate specialized electrical tools, metering, and testing equipment, electrical control and monitoring systems;
- Operate light and medium equipment including, but not limited to, crane and bucket truck;
- Operate power equipment and hand tools;
- Read and interpret technical manuals, blueprints, maps, and diagrams;
- Maintain records, documents, and logs;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Associates Degree in electronics, computer technology, or a related field is required;
- Class A CDL required*;
- Two (2) years of electrical or traffic management experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials or manipulate tools, and reach with hands and arms; operate a motor vehicle or job-related equipment; and work at heights and in confined spaces. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Traffic Operations Supervisor position requires a Class A CDL with endorsements within six (6) months of hire date. Failure to acquire this license by the established date will violate the terms of the position and will result in layoff from the position.