

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **TRAFFIC MAINTENANCE SUPERVISOR**

Spec No. 8058

### **BASIC FUNCTION**

Responsible for supervising the work activities in the Traffic Maintenance Section of the Road Maintenance Division in the Department of Public Works.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supervises and coordinates traffic signs and markings installation, and repair activities; reviews, priorities and prepares work schedules; orders and requisitions equipment, materials and supplies as necessary; coordinates operations with other units of the Road Maintenance Division and county Traffic Engineer and with other county departments and agencies as necessary; serves as operations coordinator during emergency conditions as required.
2. Develops, supervises and coordinates the work activities of a group of subordinates; provides assistance, guidance and direction; plans, schedules and supervises the work of subordinate employees; monitors and evaluates the work of subordinate employees; recommends a variety of personnel actions to superiors as necessary; including the hiring, discipline, transfer and promotion of subordinates; trains or supervises the training and certification of new employees as necessary; responds to employee's questions, concerns and grievances.
3. Inspects work in progress and upon completion to ensure compliance with work orders, plans and specifications; enforces rules and regulations; reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations and recommends changes as appropriate.
4. Investigates claims, lawsuits, complaints and requests for traffic maintenance work as necessary; conducts site inspections and determines the extent of required maintenance and/or repair work; prepares estimates of material, equipment and labor requirements as necessary; personally supervises emergency repair work as required.
5. Maintains required records and prepares reports as necessary.

### **STATEMENT OF OTHER JOB DUTIES**

6. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Two (2) year degree in civil engineering or a related field and four (4) years of experience in traffic engineering/maintenance which includes at least two (2) years of supervisory experience and/or lead worker experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **TRAFFIC MAINTENANCE SUPERVISOR**

Spec No. 8058

### **SPECIAL REQUIREMENTS**

IMSA Level I signs and marking certification required within one year of employment.

A valid Washington State Driver's License is required for employment.

A valid Washington State traffic flagging card is required for employment.

A valid first aid card is required for employment.

A job offer will be conditioned on satisfactory results of a post-offer medical examination or inquiry.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles, concepts, and practices of traffic engineering, including manual of uniform traffic design (MUTCD) and American association of state highway and transportation officials (AASHTO) standards;
- principles and practices of civil engineering;
- traffic laws and regulations relating to traffic control, and principles of design for physical facilities for controlling traffic movement;
- the design, operation, uses, and limitations of electrical traffic control devices;
- highway design and geometric as they relate to traffic engineering;
- principles and practices of public sector management, organization, and supervision;
- federal, state and local laws, rules and regulations related to area of assignment;
- literature, trends, and developments in the field of traffic engineering.

Ability to:

- assign, evaluate, and supervise professional, technical, and clerical staff;
- apply and interpret county ordinances, state statutes, and federal regulations and legislation;
- prepare, use, and interpret complex plans, maps, specifications, and reports;
- provide reliable advice and acceptable solutions to difficult engineering problems;
- communicate effectively both orally and in writing.

### **SUPERVISION**

The employee receives general direction from a Road Maintenance Director or designee and the County Traffic Engineer and has considerable latitude in scheduling and assigning work to subordinate employees. The work requires considerable independent judgment. Work is occasionally reviewed through status reports and meetings.

# SNOHOMISH COUNTY JOB DESCRIPTION

## TRAFFIC MAINTENANCE SUPERVISOR

Spec No. 8058

### WORKING CONDITIONS

Both office and field work in all types of weather will be required. Work hours may be irregular and include evening, weekend and holiday work.

The employee is exposed to a variety of hazards associated with working near traffic and around heavy construction and maintenance equipment when working in the field.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 1995

Previous Spec No. 910902

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 1501 Hazardous