**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE:** **Maintenance Supervisor – Traffic** **UNION:231**
**SG:6**
**DEPARTMENT:** **Public Works, Operations Division** **CS:N**
**FLSA:N**
**EEO4CODE:PR**

## JOB SUMMARY:

This position combines supervisory and customer service responsibilities and the application of technical knowledge to oversee the installation, maintenance, improvement, operation, monitoring, testing, inspection and repair of traffic infrastructure and equipment. Reviews new development plans and specifications for traffic maintenance projects to ensure compliance with division standards. Responsible for planning, scheduling, assigning, and supervising work crews engaged in maintaining and repairing traffic signals, street lighting electrical systems, ITS infrastructure, traffic signs, and pavement markings. Error or negligence in the performance of the maintenance unit could have serious consequences for the viability of the City's transportation system, public safety, and potential legal liability or financial impacts.

## SUPERVISORY RELATIONSHIP:

Reports to the Superintendent of Traffic/Parking/Fiber. Works under general supervision and the guidance of applicable federal, state, and local statutes, regulations, and City policies and procedures. Supervises office and fieldwork of Traffic Signal Technicians, Traffic Workers I-IV, and additional employees as assigned. Works as part of a team and coordinates work with other Public Works division supervisors and City staff, construction inspectors, private contractors, and local partner agencies.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, supervises, directs, and may participate in the work of Traffic Workers I-IV and Signal Technicians engaged in the design, construction, installation, maintenance, and repair of municipal traffic signal systems, street lighting systems, traffic signing, and pavement markings. Develops workplans for Traffic construction projects and maintenance activities.

2. Establishes and organizes work priorities, schedules, and personnel work assignments. Reviews daily accomplishments and modifies work priorities as necessary. Responsible for assigning and ensuring the availability of on-call stand-by personnel on a rotating basis. Ensures work standards adhere to federal, state, and local statutes, regulations, policies, and procedures.

3. Identifies and assists staff in analysis and diagnosis of problems, troubleshooting equipment, and system failures. Coordinates with Public Works division supervisors, engineers, inspectors, private contractors, and other City personnel to mitigate and address Traffic operational projects including improvement and maintenance plans.

4. Evaluates the work performance of the Traffic maintenance staff. Develops and or coordinates ongoing, on-the-job training, vendor, and in-house training for all traffic systems tasks including heavy equipment operation. Assists with the development of and enforces safety and training

policies and procedures. Participates in selection and hiring processes, disciplinary actions, conducts performance reviews.

5. Provides accurate and courteous communication to the public. Ensures that customer service requests, inquiries, and or complaints regarding traffic signal systems, street lighting systems, traffic signing, and pavement markings are properly reviewed and responded to in accordance with applicable policies and procedures. Investigates damage claims and service requests and takes appropriate actions under applicable local, state, and federal law to limit City liability and expense.

6. Maintains and oversees the status of traffic systems and equipment and recommends capital replacements and improvements. Reviews traffic signal and lighting systems designed by consultants and in-house engineers for technical accuracy and to ensure consistency with applicable standards. Partners with local agencies as necessary including Washington State Department of Transportation, City of Lynden, City of Ferndale, and Whatcom County.

7. Utilizes computerized systems such as Centracs signal management, Blinklink school zone management, CityWorks asset management, Trak-it permitting and plan-review, warehouse inventory, geographic information, OSP fiber management, permitting and as-built archive systems to schedule, assign, track and record work requests and monitor program accomplishments. Maintains records on assets and services, accesses maps and drawings of City infrastructure, responds to customer requests, and identifies improvements to the maintenance program.

8. Directs inquiries or complaints related to the American with Disabilities Act (ADA) to appropriate City staff to ensure the City's compliance with laws and regulations related to accessibility.

9. Approves expenditures for equipment and materials, monitors budget for assigned area. Determines and coordinates inventory needs for equipment and materials. Makes recommendations and assists Superintendent in development of preliminary budgeting for the assigned area. Estimates job costs for billable and non-billable work orders.

10. Inspects the street and traffic related work of private contractors including end-of-construction walk-throughs. Recommends acceptance or rejection of work as necessary. Provides assistance to project engineers or private contractors as needed at pre-construction meetings and during construction activity.

## ADDITIONAL WORK PERFORMED:

1. Assists Superintendent in the evaluation and preparation of annual maintenance work plans.

2. Performs skilled labor as necessary in emergency situations.

3. Performs other related work of a similar nature or level.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of the methods, materials, and tools used including street and or transportation system construction, maintenance, and operations.
- Demonstrated knowledge of preventive and corrective maintenance, new installation activities, and to analyze, troubleshoot, and correct faults in public environment.

- Demonstrated skill in using the Manual on Uniform Traffic Control Devices (MUTCD) as it relates to traffic signals, signing and pavement marking.
- Working knowledge of state and city codes, statutes, and ordinances related to traffic and or transportation systems.
- Working knowledge traffic engineering principles, standardized practices, and nationally recognized guidelines related to transportation infrastructure.
- Working knowledge of traffic signal system management, traffic signal controllers and field equipment, closed-loop and central system signal software and signal timing optimization software including Synchro and Centracs.

Skill in:
- Strong management skills including organizing, problem analysis, decision-making, time management, and interpersonal sensitivity.
- Demonstrated ability in administering comprehensive performance standards including safety rules, policies and procedures.
- Leadership skills including the ability to respond effectively in emergency situations, provide effective coaching, and performance feedback to employees.
- Effectively interact and communicate with diverse groups of people such as co-workers, subordinates, outside agencies, and elected officials.

Ability to:
- Research, understand, and explain information in complex technical manuals, blueprints, legal codes, drawings, schematics.
- Maintain and assist in the development of accurate computerized maintenance records systems including input on division, department, and or city computer systems.
- Adapt to schedule changes as necessary, and willingness to accept "call-out" status for emergencies.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently travel between worksites including indoor and outdoor locations;
  - Frequently traverse on areas of uneven terrain;
  - Frequently climbing, bending, twisting, stooping;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Occasionally stationary for long periods of time;
  - Occasionally moving objects up to 50 lbs.;
  - Hear and see sufficiently to respond quickly in a noisy fast-paced environment while meeting mandated safety standards.

## WORKING ENVIRONMENT:

Work is performed primarily indoors in an office setting. Occasional exposure to outdoor weather conditions. Hazards are infrequent, but may include: fumes, dust, asbestos, gases, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized water systems of up to 200 psi, inadequate lighting, confined spaces, trenches, loud noises, and exposure to traffic. Safety precautions are taken into consideration for these hazards, as well as for a variety of daily physical demands including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, and grasping. Possibility of exposure to hostile and offensive language from interactions with the public. Occasional operation

of a variety of vehicles and equipment throughout the course of performing duties. Travel for professional meetings and to worksite locations is required. This position has moderate physical exertion requirements.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Eight years of experience in Traffic Operations Maintenance or equivalent related experience.
- Two years of experience as supervisor and/or lead worker, or equivalent related experience.
- Experience in implementation of American with Disabilities Act (ADA) laws, practices, and construction methods pertaining to traffic signals, signs and markings.
- Experience in a municipal public works department preferred.
- Coursework in areas such as engineering/construction technology, electronics and math is preferred.
- Additional training and experience in supervision is preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

## NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Must secure and maintain a valid first aid/CPR card within 6 months of hire.
- Must secure and maintain the following certifications within 3 years of hire:
  - IMSA – Traffic Signal Electrician II
  - IMSA – Roadway Lighting I
  - IMSA – Signs & Markings II
- Valid Washington State driver's license and good driving record. Candidates must submit three-year driving abstract prior to hire.
- Secure a Class "A" Commercial Driver's License (CDL) with air brakes endorsement within six (6) months and maintain throughout term of employment.
- Must pass a drug and alcohol test prior to hire. Must submit to CDL-related random drug and alcohol testing during length of employment.
- Must be capable of responding to emergency call-out within one (1) hour's time.

**PREPARED BY**: M. Olinger
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10/22

**REVIEWED BY:** _____
Mike Olinger, Assistant Director Public Works

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Eric Johnston, P.E., Director of Public Works