CLASS TITLE: TRAFFIC MAINTENANCE SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises the installation of traffic control devices, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates and supervises the installation and maintenance of temporary parking restrictive signs, and temporary barriers/barricades to control the flow of traffic/crowds on city streets
- Prioritizes work orders and prepares schedules for installation crews
- Monitors the locations of work crews and assigns emergency orders to crew nearest the work site
- Maintains radio and phone contact with work crews, supervisors and other departments to coordinate activities and supply deliveries
- Inspects work sites to ensure the proper placement of signs and barricades and to ensure that crews work effectively and efficiently
- Makes recommendations regarding the purchase of new equipment for use by installation crews
- Monitors inventory levels and reorders when materials and supplies are low
- Oversees and participates in the assembly and distribution of traffic/crowd control devices
- Instructs employees in new installation methods and operational procedures
- Reviews and maintains activity reports submitted by work crews on the installation of traffic/crowd control devices
- Oversees the input and closeout of service requests regarding postings
- May assist installation crews in loading and unloading traffic control equipment

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of experience in the installation of traffic control devices, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Driver’s license is required
- Some positions may be required to obtain Local 1001 Iron Barricade Certification

WORKING CONDITIONS

- Primarily a field position
- General office environment
- Exposure to outdoor weather conditions
EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Computers and peripheral equipment (e.g., hand held mobile device, personal computer, computer terminals, printer)
- Communication equipment (e.g., two-way radio, cell phones)

PHYSICAL REQUIREMENTS

- Some positions must lift and carry up to 60 pounds
- Ability to work outside in inclement weather conditions
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of
- modern traffic control methods and equipment
- street sign installation
- inventory control and record keeping practices
- City’s geographical locations and street grid system

Some knowledge of
- computer operations and use of applicable software
- supervisory practices and methods

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CUSTOMER SERVICE SKILLS – Interact and communicate with customers in a courteous and helpful manner, speaking distinctly, answering questions and resolving issues

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.