



Code: 6295

Family: Legal and Regulatory

Service: Operation and Construction

Group: Engineering, Designing and Structural

Series: Traffic Engineering

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
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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.

City of Chicago
Department of Human Resources
October, 2015