



# City of Watsonville

## Job Description

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<b>JOB TITLE:</b>	Traffic Operations Coordinator	<b>DATE APPROVED:</b>
<b>DEPARTMENT:</b>	Public Works & Utilities	<b>SUPERSEDES:</b> N/A
<b>REPORTS TO:</b>	Traffic Operations Manager	
<b>SUPERVISION:</b>	Traffic Operations Unit	
<b>EMPLOYEE UNIT:</b>	Mid- Management	
<b>FLSA:</b>	Exempt	

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### JOB SUMMARY:

Coordinate and oversee the Traffic Operations Unit; to perform a variety of work in the maintenance and repair of signs and markings. Coordinates the design, installation, and maintenance of traffic control systems.

### DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey level classification and receives limited supervision within a framework of standard policies and procedures, and is expected to act at a working full supervisory level which includes training, directing, coordinating, and formally evaluating the work of subordinate work crews.

### EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Analyzes traffic problems; formulates solutions; makes recommendations.
- Serves on the City's Traffic Committee and implements its recommendations
- Oversees the annual street striping contract.
- Communicates with business and property owners regarding parking and traffic issues.
- Coordinates the installation maintenance and repair of traffic signs and markings.
- Communicates with other public agencies to coordinate traffic signal operations.
- Develops and implement an ongoing testing and preventative maintenance program for the traffic signal systems.
- Assists the Traffic Operations Manager with traffic calming plans.
- Prepares Requests for Proposals (RFP), and Request for Qualifications (RFQ).
- Reviews and implement traffic control plans.
- Maintains records of all inspections, repairs, and adjustments made; prepares reports as required; uses the City's database traffic management system.
- Conducts employee evaluations.
- Assists with the preparation of the budget for the traffic operations unit.
- Maintains adequate stock of replacement parts, materials, equipment, and tools.

- Performs as a working supervisor, coordinating work crew assignments.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Basic methods of tools used in general construction and maintenance work.
- Principles and methods used in the installation and maintenance of traffic signal systems including digital solid-state components and electronic control equipment.
- Materials, tools, and equipment used in the installation and maintenance of traffic signal systems.
- Standard safety precautions necessary in electrical work.
- Provision of local, state, and national codes applicable to the maintenance of traffic signals.
- Principles and practices of supervision.
- Database, spreadsheet, and word-processing software.
- Safety programs and practices.
- Installation of signs and markings as required by the California Manual of Uniform Traffic Control Devices (MUTCD).

### **Ability to:**

- Ability to use personal computers to operate Windows-based maintenance software and hardware and related applications such as electronic mail, word processing, and barcode data transfer.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment and vehicles.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Recognize and diagnose various minor mechanical and vehicle operational problems.
- Set work priorities, schedule work, and effectively modify the schedule as needed.

## **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities is:

- Five years of work experience comparable to that of the Utility Worker III with the City of Watsonville.
- Three years of work experience in the design, installation, and maintenance of traffic signs, markings, and traffic control systems.

**LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's License and a safe driving record
- Possession of a Class B license within one year of employment