



City of Phoenix

TRAFFIC MAINTENANCE FOREMAN II

JOB CODE 71520

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide first line supervision of crews involved in the erection and maintenance of traffic signs and the striping and marking of streets for proper traffic control. Direct supervision is exercised over Traffic Maintenance Workers and Semiskilled Workers in the field. Responsibilities include ensuring that work is performed according to specified standards and within prescribed work scheduling procedures. Work involves some contact with the public and, on occasion, requires the exercise of tact and restraint. Work is reviewed by a Traffic Maintenance Foreman III through inspection of completed work and review of production and work reports.

ESSENTIAL FUNCTIONS:

- Supervises the work of employees involved in the erection and maintenance of traffic signs and the striping and marking of streets for proper traffic control.
- Prepares written reports of each day's activities, mileage, material usage, and type of work performed.
- Conducts quality and quantity controls on sign crew or paint crew.
- Identifies signs needing repairs due to damage and arranges for repairs or replacements.
- Supervises the layout of center and lane lines, including operation of machinery for striping.
- Ensures safe working conditions, equipment use, and work practices for assigned personnel and for motorists in area.
- Ensures that paint has properly dried before permitting traffic on painted areas;
- Estimates time and materials needed for upcoming jobs.
- Reads and interprets traffic engineering drawings.
- Supervises the preparation of equipment and materials for each day's work.
- Monitors time expenditures for assigned projects to determine work efficiency of each employee.
- Reallocates workload and available resources in order to solve workflow/assignment problems.
- Trains new and existing staff in existing work methods to ensure conformance with accepted standards based upon such factors as work objectives, results desired, and departmental goals and objectives.



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- Ensures that policies and procedures on hazardous materials are met;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Spray paint characteristics at different temperatures and on different surfaces.
- Methods, materials, tools, and equipment used in sign installation.
- The realistic expectation (RE) system.
- Supervisory procedures and principles.
- Rules and regulations pertaining to traffic markings.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Understand and follow simple oral and written instructions in the English language.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings or using a telephone.
- Work cooperatively with other City employees and the public.
- Perform addition, subtraction, multiplication, and division in order to calculate quantities, times, distances, weights, and measures accurately.
- Establish priorities for own workload based upon such factors as need for action, work objectives, work schedule, and knowledge of future needs.
- Produce written documents with clearly organized thought using proper English sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



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ACCEPTABLE EXPERIENCE AND TRAINING:

One year of lead experience in the installation/maintenance of traffic signs or pavement markings. Other combinations of experience and education that meet the minimum requirements may be substituted.