



City of Phoenix

TRAFFIC MAINTENANCE FOREMAN III

JOB CODE 71530

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise one of three sections at the Sign Shop of the Street Transportation Department. This class supervises a section in (1) City-wide street marking and maintenance; or (2) sign erection and maintenance; or (3) administrative/sign fabrication functions. Traffic Maintenance Foremen III are responsible for ensuring Sign Shop compliance in environmental and emergency preparedness programs with City, County, State, and Federal regulations. A significant aspect of this class is the ability of incumbents to rotate to different sections and still maintain a high degree of proficiency in program responsibilities. Authority and responsibility for an entire function area and the independence involved in accomplishing assignments distinguishes this class from the Traffic Maintenance Foremen II. Traffic Maintenance Foremen III provide direct supervision over Traffic Maintenance Foremen II. Work is reviewed by a Traffic Engineer III through inspection of completed work and review of production and work reports. The Traffic Maintenance Foreman III acts as the Sign Shop Supervisor in the absence of the Traffic Engineer III.

ESSENTIAL FUNCTIONS:

- Supervises the work of employees involved in street marking, sign installation, and sign fabrication functions.
- Develops and conducts Sign Shop training programs including mandatory environmental training, CDL training, and safety training.
- Develops and maintains the Sign Shop's environmental programs, including handling, storage, disposal of materials and training of employees.
- Develops and maintains the Sign Shop's Emergency Preparedness and Response Programs.
- Serves as the site "Emergency Response Coordinator" and conducts regular inspections, updates emergency contingency plans, equipment and training.
- Maintains required hazardous product usage records and completes and submits required annual regulatory reports.
- Monitors time expenditures for assigned projects to determine work efficiency of employees.
- Reads blueprints and traffic engineering drawings and interprets sketches in quarter section maps showing desired locations for placement of traffic control devices and traffic paint.



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- Conducts quality or quantity control checks on sign or paint crews.
- Prepares daily report of work performed and amount of materials used.
- Orders supplies necessary to complete work and ensures availability of equipment.
- Reallocates workload and available resources in order to solve workflow/assignment problems.
- Controls inventory of supplies and ensures security of tools, equipment and supplies.
- Inspects safety conditions, equipment, and practices of assigned employees to protect employees and motorists in work areas, and ensures that policies and procedures on hazardous materials are followed.
- Trains new and existing staff in existing work methods to ensure conformance to accepted standards.
- 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:

- Supervisory procedures and practices.
- Rules and regulations pertaining to traffic markings.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Understand and comply with written and oral instructions in the English language.
- Review or check the work products of others to ensure conformance to standards.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Work cooperatively with other City employees and the public.

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



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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.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in sign maintenance, sign fabrication, or street marking work, including one year of experience supervising multiple crews. Other combinations of experience and education that meet the minimum requirements may be substituted.