

City of Fort Worth, Texas Job Description

Classification Title	Traffic Control Supervisor		
Job Code:	PS5201	Job Family:	Public Safety
Pay Grade	510	Date Reviewed:	07/06/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs supervisory duties for personnel directing City traffic downtown, around public areas and emergencies. Provides complex staff assistance to senior management personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Manages freeway incidents, which includes handling hazard calls, assisting stranded motorists, directing traffic and establishing safety zones at accident scenes and assisting with special traffic events within the City.
2. Coordinates with various internal and external departments to manage various safety issues related to traffic, weather or natural disasters, special events or catastrophic events.
3. Coordinates and supervises staff in directing and monitoring vehicular and pedestrian traffic at intersections or other central points, public events and emergency situations.
4. Establishes schedules and methods for providing traffic control services and adjusts beat configurations to fit staffing levels.
5. Assists in scheduling of events. Disseminates traffic or event information pertaining to the Traffic Control Technician's beat.
6. Participates in the implementation of goals, objectives, policies and procedures. Recommends and implements resulting policies and procedures.
7. Coordinates equipment and material needs. Allocates resources efficiently and effectively.
8. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of traffic control services. Works with coworkers on improvement of city services.
9. Handles complaints involving parking, parking citations, and loading zones.
10. Attends and participates in planning meetings of major events taking place in the Central Business District.
11. Participates in selecting, training, motivating and evaluating assigned personnel.
12. Performs other duties as required.

13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Transportation and Public Works

1. Issues parking citations. Boots and tows vehicles in accordance with department policy.
2. Establishes schedules and methods for providing parking enforcement services. Adjusts beat configurations to fit staffing levels.
3. Disseminates traffic or event information pertaining to the Traffic Control Technician's beat.
4. Participates in the implementation of goals, objectives, policies and procedures. Recommends and implements resulting policies and procedures.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of traffic control services. Works with coworkers on improvement of city services.
6. Handles complaints involving parking, parking citations, and loading zones.
7. Attends and participates in planning meetings of major events taking place in the Central Business District.
8. Participates in selecting, training, motivating and evaluating assigned personnel.
9. Responds to questions and assists the Municipal Court Hearing Officer in cases of contested citations.
10. Ensures the boot list of license plate numbers with unpaid traffic citations is distributed and used appropriately by staff.
11. Coordinates enforcement of regulations relating to construction zone parking and safety.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and theories of traffic control.
 - Traffic laws, parking ordinances and point control.
 - Methods and procedures of radio communication.
 - Methods, equipment and materials related to traffic and parking control.
 - Advanced procedures and techniques related to assisting police officers related to traffic control.
 - Occupational hazards and safety precautions and practices.
 - Departmental policies and regulations.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Principles of supervision, training and performance evaluation.
- **Skill in:**
 - Making sound decisions and using good judgment.
 - Planning and prioritizing work activities.

- Making observations.
- Organization and time management.
- **Ability to:**
 - Interpret and enforce parking ordinances.
 - Interpret work reports and evaluate work completed.
 - Supervise and coordinates the work of assigned personnel.
 - Participate in the selection, supervision, training and evaluation of subordinates.
 - Implement goals and objectives for providing effective traffic control services.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Maintain, operate and instruct employees in the operation of various specialized tools used in maintaining traffic systems.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

High school diploma/GED and five years of responsible experience in traffic control, or parking control, including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.