

Title: Traffic Operations Supervisor	Effective Date: June 24, 2017	Grade: XV	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Staff Traffic Engineer this position is responsible for the supervision of and for conducting and evaluating traffic operation studies; reviewing existing traffic control devices, signing, work zone traffic control, channelization and signing plans; interpreting standards and guidelines; and providing assistance to city and public officials.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Develop, schedule, and supervise work assignments that fully and efficiently utilize Department assets and personnel.
- Hold employee meetings for training and engagement.
- Attend meetings with local government officials concerning traffic operations.
- Meet with the public to discuss local traffic issues.
- Prepare documentation for project inspections, operational reviews, reported problems, and District requests.
- Utilize traffic modeling software to develop signal and coordination timing and operation reviews.
- Conduct and prepare traffic operation audit reports.
- Ensure all safety guidelines are implemented on the jobsite.
- Schedule, supervise, and prepare documentation for the proper maintenance and repair of equipment and inventory inspections to ensure equipment availability, reliability, and asset location.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.
- Prepare weekly project status reports.
- Conduct employee reviews and development using ACE.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus four years of experience working in traffic operations. Advanced training in traffic engineering work with a knowledge of standards and guidelines (MUTCD, Regulations for Access Drives, Policy on Geometric Design of Highways and Streets, etc.) used in traffic engineering. Ability to work with citizens and public officials on highway related matters. Constant statewide travel. Constant statewide travel for this position means overnight travel two to three nights per week depending on project locations. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

