

TRAFFIC CONTROL DEVICE FOREPERSON

GENERAL STATEMENT OF DUTIES: Supervises and performs the work involved in the maintenance of traffic control devices.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning, scheduling and supervising the fabrication, installation, maintenance and repair of traffic control devices. Under general supervision, an employee in this class plans, coordinates and organizes all activities involved in the fabrication, installation and maintenance of traffic control devices. Assignments are received both orally and in written form. Inventory and maintenance records are processed both manually and by the utilization of a personal computer. Work related to the installation of traffic control devices is performed in accordance with the National Manual on Uniform Traffic Control Devices (MUTCD) and the New York State Supplement. May perform a variety of tasks for road maintenance work. The incumbent of this position does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Applies the MUTCD manual to sign installations, and road markings;
- Assigns, schedules, coordinates and supervises the installation, maintenance and repair of traffic control devices;
- Coordinates and installs detours and emergency traffic signs as required by road construction or emergency situations;
- Fabricates traffic control signs, street name signs and various specialty signs;
- Operates sign fabrication and installation equipment;
- Performs inspection of traffic control devices;
- Conducts periodic sign reflectivity inspections;
- Maintains inspection records, inventory, work orders, purchase orders and all other documentation;
- Coordinates sign installation with utility companies;
- Trains, supervises and instructs employees in all areas of sign fabrication, installation and Maintenance;
- Oversees the operation of the sign shop and materials inventory;
- Oversees and directs the work of others;
- May operate a truck or other heavy equipment.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of traffic control devices and regulations as they relate to the National Manual of Uniform Traffic Control Devices and New York State Supplement; good knowledge of the methods, materials and equipment used in the fabrication, installation and maintenance of traffic control devices; ability to effectively plan, assign, schedule, and supervise the work of others; ability to understand and carry out complex oral and written directions; knowledgeable in the use of a personal computers; dependable, initiative, good judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One (1) year supervisory work experience **OR** one (1) year experience as Traffic Control Device Assistant or its part-time equivalent, in sign fabrication and installation and maintenance of traffic control devices, such as signs, sign posts, road markings, and related items used in traffic control.

SPECIAL NECESSARY REQUIREMENT: Possession of a valid New York State Class D license or commercial drivers license (CDL) as required for the type of vehicle being operated at the time of appointment.