



City of Tempe

TRAFFIC MANAGEMENT AND OPERATIONS SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	392	<i>Department:</i>	Transportation & Sustainability
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Civil Engineer
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS
Receives direction from higher level staff or from other management and/or supervisory staff.
Exercises functional and technical direction over technical staff. May exercise direct supervision over technical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of experience in any of the following areas: civil engineering, project management, traffic signals, signing or striping, including two (2) years of experience in Transportation Maintenance and Operations, Traffic Engineering, and/or Transportation Intelligent Transportation System (ITS).
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university in civil engineering or a related degree.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within six (6) months of hire, a Level I Signs and Markings certification and a Level I Traffic Signals certification by the International Municipal Signal Association. ● Possession of, or required to obtain within eighteen (18) months of hire, a Level II Signs and Markings certification and a Level II Traffic Signals certification by the International Municipal Signal Association. ● Possession of a Certificate of Registration as a Professional Engineer in the State of Arizona is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, assign, supervise and coordinate the maintenance and operation of the City's traffic operations infrastructure systems, including but not limited to Traffic signal systems, signing and striping, and traffic signal construction and maintenance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper work group procedures and policies.
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures; provide pro-active performance planning utilizing performance management tools.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans.
- Provide input into long range Capital Improvement Project (CIP) program planning.
- Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary; prepare specific studies for council presentation and other City sponsored study groups.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Review engineering calculations and designs of other engineers or engineering technicians.
- Develop, revised, design, and construction standards for public works structures and appurtenances.
- Administer and enforce City Codes and standards on engineering projects.
- Review field projects being studied, designed or constructed; investigate field problems affecting property owners, contractors and maintenance operations. Conduct field investigations, inspections and on-site meetings as necessary to verify compliance with City of Tempe standards, codes, ordinances and approved drawings and specifications.
- Provide technical and professional engineering support services relative to assigned area of responsibility; provide assistance to construction inspectors in the interpretation of plans and resolutions of problems during construction; review as-built plans to ensure compliance with original plans and specifications.
- Assign routine investigation, design and drafting tasks to technical staff; request survey, mapping, and data collection; review completed work; assist in the solution of difficult problems.
- Coordinate work group activities with other divisions, other city departments, and with outside agencies.
- Participate in preparation of the work group budget; monitor, review, approve and control expenditures, including purchases.
- Determine equipment and supply needs; evaluate and monitor equipment performance;

requisition supplies and materials; and make routine and emergency purchases as required.

- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work.
- Administer, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- Respond to requests and inquiries from the general public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Identify areas needing repair and maintenance and take corrective action; develop, administer and monitor preventative maintenance programs.
- Serve as operations and maintenance coordinator for LRT/Valley Metro maintenance issues in the area of signal maintenance, signage and LRT guideway access.
- Prepare various applications for State and Federal permits and grants.
- Serve as staff to a variety of City commissions, boards, and committees on department or engineering matters.
- Research publications and industry information sources to remain current with modern developments, principles and procedures.
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.
- Perform related duties as assigned.

When Assigned to the Transportation Division:

- Perform technical transportation engineering and computer applications work to support the Tempe transportation system, development and operations of the Tempe transportation operations center, the Light Rail Transit (LRT) project and other Intelligent Transportation System (ITS) initiatives.
- Develop, monitor and updates traffic signal timing plans and implement citywide traffic signal coordination plans using the City's traffic signal computer system; conduct field observations to test traffic signal timing programs and related ITS operations.
- Participate in developing the plans, specifications and estimates for the Traffic/Transit Operations Center and Transit maintenance facilities; coordinate the development of the traffic signal/train interface for Tempe; interact with private developments with regard to LRT signal and other traffic issues.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 15, 1988

Revised June 1997

Revised February 2001

Revised March 2004 (Transportation duties)

Revised May 2004 (Streets/Traffic Ops duties)

Revised October 2006 (added Transportation – Traffic Eng duties)

Revised August 2014 (updated exp/education to meet PE req for Sr)

Revised August 2018 (add driver's license)

Revised March 2019 (PW reorg – moved to Eng & Trans /Municipal Utilities Dept)

Revised June 2021 (title change, reclassification updates)

Revised August 2024 (update min qualifications – experience; update dept to Trans & Sustainability)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Traffic Mgmt & Operations Supervisor

Job Code: 392

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			x	
Stationary / Stand			x	
Move / Traverse		x		
Machinery*	x			
Electrical*	x			
Power Tools*	x			
Hand Tools*	x			
Personal Protective Equipment*		x		
Respirator*	x			
Airborne Chemical Exposure	x			
Airborne Biological Exposure	x			
Computer Software			x	
Physically handling of chemicals	x			
Indoors			x	
Outdoors		x		
Around, in or on water	x			
Extreme Heat		x		
Extreme Cold	x			
Office Setting			x	
Confined Spaces	x			
Excessive Noise**	x			
Heights	x			
Sewage Exposure	x			
Bodily Fluid or bloodborne pathogen exposure	x			
Bend / Stoop / Twist		x		
Crouch / Squat		x		
Kneel / Crawl	x			
Above Shoulder Level		x		
Below Shoulder Level		x		
Repetitive Arm Use		x		
Repetitive Wrist Use		x		
Repetitive Hand Use		x		
Climb Stairs / Ladders		x		
Neck Range of Motion		x		
Traverse Uneven Surface		x		
Traverse Even Surface		x		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	x	
Will this vehicle require a Commercial Drivers License?		x

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	x	
Distance (clear vision at 20 feet or more)	x	
Color (ability to identify and distinguish colors)	x	
Depth Perception (three-dimensional vision, ability to judge distances and	x	
Peripheral (ability to observe an area that can be seen up and down or to the	x	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	x	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	x	x	26-50lbs	x	
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		x

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

***Hearing test is required*