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| FLSA STATUS | Non-exempt | CIVIL SERVICE | No |
| UNION | None | TELECOMMUTE ELIGIBLE | No |
| DEPARTMENT | Traffic & Electrical | DEPARTMENT NUMBER | 240 |
| REPORTS TO (TITLE) | Public Works Supervisor | JOB FAMILY | Public Works |
| PAY GRADE | 7 | DATE OF LAST REVIEW | August 2024 |

| NATURE OF WORK |
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| <p>The Traffic Maintenance Supervisor is responsible for overseeing the Traffic and Electrical departments, ensuring the maintenance of city traffic signs, street markings in accordance with the Manual on Uniform Traffic Control Devices and City Code, as well as supervising the upkeep of traffic signals, street lighting, and electrical work in city-owned buildings. Beyond maintenance, this role participates in departmental budget planning and material purchasing. The supervisor assigns, supervises, and occasionally assists with varied construction or maintenance tasks.</p> |

| DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i> | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Oversees the duties of the Traffic & Electrical Departments, directing crews in tasks such as street painting, which includes guiding the crew on which areas to paint, such as center lines, lane arrows, stop bars, crosswalks, and parking spaces in streets and lots, using self-contained paint machines, road laser walk-behind paint machines, and airless paint machines; |
| 2. | Oversees the creation of signs using the Flexi sign software for computer-designed signs and manages sign replacement through the Simple Sign GIS software for inventory; |
| 3. | Completes office tasks including coding bills, preparing reports, managing budgets, as well as computer work such as maintaining daily logs, updating monthly sign and post logs, attending meetings, and handling locates; |
| 4. | Investigates citizen requests and provides necessary responses; |
| 5. | Oversees traffic control for parades that take place annually by organizing closing of streets in the parade route and ensures barricades placement; |
| 6. | Coordinates the distribution of barricades for street closures in accordance with street use permits. |

| FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE: |
|-----------------------------------------------------|
| N/A |

| SUPERVISORY RESPONSIBILITIES |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular, part-time or contracted employees as well as assigns work. |

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D. equivalent.
 AND
 One (1) year of experience with GIS or other computer mapping software;

 One (1) years of lead worker or supervisory experience required.

LICENSING / SPECIAL REQUIREMENTS

A Valid Driver’s license

- Possess and maintain valid Commercial Driver’s license “Class A” along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of the principles, practices, tools and equipment used in the Traffic and Electrical Maintenance department;
- Knowledge of the hazards and safety precautions of the work;
- Ability to plan, assign and supervise the work of a crew;
- Ability to establish and maintain effective working relationships with associates, subordinates and the public;
- Ability to instruct new workers in proper work and safety techniques;
- Knowledge of the Manual on Uniform Traffic Control Devices and the City code for motorized vehicles.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook). Must be able to demonstrate computer proficiency.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: stooping, crouching, reaching, standing, walking, lifting, fingering, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

- The working environment / conditions for this position may include:
- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
 - Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
 - Hazardous Materials (chemicals, blood, other body fluids, etc.)
 - Extreme temperatures
 - Inadequate lighting
 - Intense Noise
 - Environmental (challenging behaviors, imminent danger, threatening environment)

- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

| DATE | COMMENT |
|---------------|-------------------------------------------------------------------|
| August 2023 | Draft prepared by AS |
| November 2023 | Updated per PDQ by BC |
| August 2024 | Updated education requirements based on department feedback by BC |

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

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| | |
| Date | Signature |

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.