

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Traffic Operations Manager

**Department:** Transportation

**Pay Grade:** 512

**FLSA Status:** Exempt

**Job Code:** T705

#### JOB SUMMARY

The purpose of this classification is to manage the Signs and Markings Unit of the Transportation Department; to coordinate Special Events; to coordinate customer service including developing traffic engineering assessments, resolving traffic requests and complaints; to coordinate the Neighborhood Traffic Calming and Residential Traffic Control Programs and the Street Light Program; and to supervise traffic data collection and analysis including traffic counts, speed studies, travel time studies, accident analysis and signal warrants analysis.

#### ESSENTIAL JOB FUNCTIONS

- Supports the City Traffic Engineer.
- Manages the Sign Shop, Traffic Analysts, Traffic Engineering Technician, Traffic Counts Program, Traffic Calming Programs, Special Events planning, road detours, along with the Departments response to emergencies and fatal crashes.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Develops and implements long and short term plans, goals, and objectives for the division; prepares work program; ensures implementation; develops or reviews policies relating to emergency operations.
- Reviews plans for striping, signage and/or detour routes. Plans and implements detour routes for city projects.

- Develops reports, drawings, designs and recommendations for various traffic related projects.
- Assists in developing division budget; reviews and approves budget items to be purchased.
- Prepares or oversees the preparation of technical drawings, schematics and installation plans for traffic control devices.
- Formulates traffic operations policies and procedures for department; reviews, amends, and updates department policies, procedures, rules, regulations, and standards.
- Manages traffic count data collection, analyzes traffic count data and prepares reports.
- Coordinates traffic engineering studies; conducts sight distance surveys; coordinates road closures and events with Fire and Police Departments.
- Prepares and submits the City's Speed Limit Ordinance and speed detection device permit requests to City Council, Georgia Department of Transportation and Georgia Department of Public Safety to obtain a state permit for use of speed detection devices.
- Coordinates department's Traffic Calming Program: confers with residents and attends neighborhood meetings to discuss Traffic Calming concerns with residents; identifies opportunities for projects and initiates implementation of Traffic Calming efforts.
- Approves, recommends and conducts field infrastructure surveys of street lighting; coordinates all requests from citizens in reference to addition/modification of overhead street lighting layouts.
- Coordinates with Code Enforcement and citizens dealing with road closure for special events, road races, block parties, tent sales, marches and parades.
- Identifies high accident locations based on accidents and traffic volumes and develops countermeasures. Works with the City Traffic Engineer to help prepare an annual report of high accident location intersections and midblock locations based on traffic volume, accidents and length of the roadway segment. Performs before and after studies to determine the effectiveness of countermeasures.
- Serves as the Transportation Department's primary point of contact for emergency response; responds to emergencies 24/7. Coordinates with the Police Department and Fire Department and ensures that other departments and the public are notified. Conducts exercises periodically to develop and ensure readiness. Ensures readiness of emergency communications; ensures detour routes and variable message signs are set up and public information is distributed.
- Coordinates with Georgia Department of Transportation to obtain permits on state routes for special events or road closures.
- Coordinates response to community events, infrastructure maintenance, and emergency management activities including gas main breaks, water main breaks, road cave-ins, downed power lines and road closure; calculates cost of time and resource expenditures involved in response to emergencies; and serves as a liaison to other departments, agencies, or utilities.
- Performs final inspection for Community Development of development projects requiring sign off on Certificate of Occupancy from the Roswell Transportation Department.
- Works with the City Traffic Engineer to regulate the number and spacing of driveways, median openings and signals on behalf of the City and develops regulations for Council approval. Coordinates driveway permits on state routes with Georgia DOT.
- Works with the City Traffic Engineer to develop a comprehensive Street Name Sign policy.

- Works with the City Traffic Engineer to annually measure performance indicators related to capacity and safety and to assist with the preparation of a report to Mayor and Council.
- Engages in traffic-related professional societies such as IMSA and ITE. Actively participates on committees, attends meetings, seminars and conferences. Participates in GDOT's TIME; a state-wide incident management program.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Establishes and maintains an inventory control system for traffic operations signs and markings to check out and account for material on a work order, daily, weekly and monthly basis.
- Ensures that staff is trained in IMSA Work Zone Safety and Signs and Markings certifications; maintains staff's annual certification in NSC Flagging.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; makes purchasing recommendations; equipment and materials; researches various equipment alternatives; performs purchasing requirements; and writes specifications and initiates orders for new and replacement items.
- Communicates with supervisor, contractors, employees, other departments, the public, and other individuals as needed to coordinate work activities, reviews status of work, exchange information, or resolve problems: responds to requests for service or assistance; coordinates with contractors, technical support personnel, and other departments on the completion of projects.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Drives and maintains an assigned city vehicle.
- Performs some of the duties of the division manager in their absence.
- Serves on-call for emergency road closures, fatalities or damaged traffic signs. Also, to supervise on-call subordinates as needed.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a High school diploma or GED equivalent; ten (10) years of progressively responsible traffic operations field experience, some of which is in a supervisory capacity or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Possess and maintain IMSA Certified Work Zone Safety, Signs and Markings Level I and II certifications.
- IMSA Signs and Markings Level III and Roadway Lighting certifications preferred.
- Possess and maintain a valid Georgia driver's license, with a satisfactory motor vehicle record (MVR).

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities. Must be able to make decisions, give direction and follow through. Fosters a working environment that encourages individuals to make suggestions and work together as a team.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate

weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*