



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS**

**CITY OF STAUNTON
POSITION DESCRIPTION**

JOB TITLE: Crew Coordinator – Traffic Control	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: Grade 9
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible semi-skilled work in the operation of paint equipment and in the inventory, inspection, fabrication, repair, and maintenance of traffic control devices and serves as lead worker over Traffic Control Division.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates, schedules, and supervises signage replacement and maintenance based upon sign inspection results;
- Maintains inventory of road marking and sign fabrication materials;
- Coordinates, schedules, supervises and performs annual repainting of road markings;
- Coordinates, supervises and performs replacement of road markings on new pavement;
- Supervises and operates centerline paint machine and other spraying apparatus;
- Performs layouts for pavement markings; paints center and edge lines, curbs, and sidewalks;
- Paints or stencils traffic directional signs and symbols;
- Applies thermoplastic road markings to pavement;

- Cuts and prepares stencils and makes painting templates;
- Operates and performs computerized digitizing, and signage fabrication;
- Performs lettering and numbering on automotive equipment;
- Installs and maintains traffic and street name signs throughout the City;
- Operates post driver, jack hammer, paint mixer, light trucks, and related equipment;
- Installs signage posts and barricades;
- Performs flagging operations to control traffic through work zones;
- Assists in the installation/repair of traffic control and electrical equipment;
- Assists with snow and ice control and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to create schedules and modify them based on urgency of job tasks;
- Through knowledge of the rules and regulations of operating a vehicle on public streets;
- Thorough knowledge of a variety of maintenance and manual tasks involved in line painting and signage fabrication;
- Working knowledge of the content of the Federal Highway Administration Manual of Uniform Traffic Control Devices and Standard Highway Signs;
- Ability to make arithmetic calculations accurately;
- Skill in driving under adverse weather conditions;
- Ability to properly clean, oil and maintain spray apparatus, stencils, stripers and related equipment;
- Ability to establish and maintain effective working relationships with associates and the general public and;
- Ability to communicate effectively both orally and in writing.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to High School diploma or GED equivalency degree supplemented by experience in graphic design or painting operations and the maintenance and/or repair of equipment.

SPECIAL REQUIREMENTS:

The worker is required to wear safety equipment deemed necessary by the Department's safety, environmental and OSHA policies. Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record. Possession of a valid VA Department of Transportation approved traffic flagman's license. Position may be required to work nights and

week-ends to provide emergency maintenance and repair of traffic signals, traffic control signs, pumping stations and snow removal. Employee must be able to work in adverse weather conditions. Random drug testing is required for individuals in this position.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 50 pounds of force to occasionally move and load objects. Work requires climbing, kneeling, stooping, reaching, grasping, standing, walking, pushing, pulling, and lifting. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for operation of machinery, observing surroundings and activities and ensuring safe traffic conditions. The work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, and being exposed to traffic on public streets.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervises one full time Traffic Control maintenance worker and Traffic Signal Technician during painting operations. Accurately maintains work records and reports. Schedules maintenance of traffic signs and road marking operations

EXAMPLES OF EXPECTED DECISION MAKING:

This position requires the employee to create and coordinate schedules for sign installation and application of road markings. This position requires the employee to prioritize schedules to maintain efficiency in the department. This position requires the employee to determine the proper placement and type of sign, from work requests, in accordance with the MUTCD and FHWA Standard Highway Signs books. Determines proper placement of roadway markings.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Coordinator – Traffic Control will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019