

Title: Assistant Traffic Operations Supervisor	Effective Date: June 24, 2017	Grade: XIII	Job Category: Technician
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CHARACTERISTICS OF WORK

Under the direction of the Traffic Operations Supervisor, this position is responsible for conducting and evaluating traffic operation studies; reviewing existing traffic control devices, signing, work zone traffic control, channelization and signing plans; interpreting standards and guidelines; and providing assistance to city and public officials.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- In the absence of the supervisor, perform the function and manage the responsibilities of the supervisor.
- Assist with the scheduling and supervision of work assignments in addition to participation in work assignments.
- Assist with employee training and engagement.
- Attend meetings with local government officials concerning traffic operations.
- Meet with the public concerning need for traffic control devices and make recommendations.
- Assist with the scheduling, supervision, and preparation of documentation for project inspections, operational reviews, reported problems, and District requests.
- Utilize traffic modeling software to develop signal and coordination timing and operation reviews.
- Ensure all safety guidelines are implemented on the jobsite.
- Assist with scheduling, supervision, and preparation of documentation for the proper maintenance and repair of equipment and inventory inspections to ensure equipment availability, reliability, and asset location.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.
- Assist with employee reviews and development using ACE.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus two years of experience working in traffic operations. Advanced training in traffic engineering work with a knowledge of standards and guidelines (MUTCD, Regulations for Access Drives, Policy on Geometric Design of Highways and Streets, etc.) used in traffic engineering. Ability to work with citizens and public officials on highway related matters. Constant statewide travel. Constant statewide travel for this position means overnight travel two to three nights per week depending on project locations. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

