

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: SIGN/PAVEMENT MARKING SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: HIGHWAY & UTILITIES SUPERINTENDENT

JOB CODE: 2260
DATE: 11/08

JOB SUMMARY:

Performs semi-skilled and skilled work in supervising activities of a crew engaged in a variety of projects involving the construction, maintenance and repair of the City's sign and pavement marking system.

ESSENTIAL JOB FUNCTIONS:

Directs and assists the maintenance of the City's sign and pavement marking system, which includes repairing and maintaining existing regulatory, traffic and parking signs, constructing and setting new signs that are required by ordinance, maintain all traffic markings for the roads and parking spaces for Parking Enforcement Department. Repair and maintain the barricade inventory for all City Departments. Repair and replace all mailboxes damaged during snow removal operations. Maintain the Traffic Maintenance Shop.

Supervises and participates in sign fabrication, installation, maintenance, repairs, pavement markings, operation of paint machine, operation of paint line remover, dig safe notification and mail box repairs.

Performs construction inspection and record keeping over contracted services for crosswalks, stop bars, double yellow centerline and white fog line painting.

Maintains construction cost estimates and expenditures records.

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Provides information, advice, feedback, and/or assistance to others within Division to refine work outputs or resolve problems.

Collaborates with others outside own work area including other City Departments and Divisions, contractors, vendors and the general public to coordinate efforts and maintain cooperative and efficient relations.

Reviews, investigates, and responds to complaints from the general public regarding signs and mailboxes and pavement markings within the public right of way, and provides solutions as possible.

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: training in job skills; planning, assigning, and directing work; addressing complaints, Dig Safe program and resolving problems.

Develops and communicates procedures and standards for the Traffic Maintenance Shop. Recommends improvements when necessary, insures quality standards and compliance with regulations are maintained.

Completes required forms and paperwork, and prepares work program and reports work progress periodically.

Responds to Priority Calls relating to signs, mailboxes and other Highway and Utilities Division issues as directed and required.

Records date and location of sign installations and repairs.

Prepares signs and barricades for parades and other special events.

Paints various lines and other markings such as stop bars, crosswalk boundaries, crosswalk ahead symbols, handicap symbols, directional arrows, parking spaces, and indicator words such as "SCHOOL" and "ONLY"

Maintains painting equipment.

Assists with plowing and removing snow from roadways and walkways during winter season.

Repairs and replaces damaged posts, signs and mailboxes during winter operations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED: (Depending on area of assignment)

Dump Truck

Motor Vehicle

Paint Machines

Hand Tools

Hydraulic Tools

Mechanical Tools

Power Tools

Sign Heat Applicator

Pavement line remover

Modern Office Equipment, including but not limited to: desk phone, cell phone, computers and software, 2-way radios, copiers and printers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and, two to four years of experience performing skilled labor or trades work related to assignment; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic supervisory practices and training

Manual on Uniform Traffic Control Devices

Federal regulations on mailbox installations.

Applicable state, local laws, rules and regulations.

Code of ordinances as they relate to traffic control and parking.

Occupational Hazards and safety precautions specifically night work zone safety.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Skill in:

Standard tools, equipment, methods, practices, and materials applicable to the trade.

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating clearly and effectively, orally and in writing.

Painting and marking of streets and pavement

Motivating staff and providing for their training and professional development.

Mental and Physical Abilities to:

Give directions and gain compliance from assigned employees.

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

Read and interpret documents such as blue prints, safety rules, operation and maintenance instructions, and procedure manuals.

Deal with problems involving concrete variables in standardized situations.

While performing the essential functions of this job the employee is occasionally required to exert force, lift and/or move up to 100 pounds.

While performing essential functions of this job, employee may be regularly expected to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and frequently lift and/or move 65 pounds.

Specific vision abilities required for this job include: close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

Working Conditions:

While performing essential functions of this position, employee may be regularly exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock.

The incumbent's working conditions can be typically very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.