

Class Code: 4044

Revised: 2/22/16

SIGN AND MARKING FOREMAN

PURPOSE AND NATURE OF WORK

Position is responsible for prioritizing and assigning tasks to sign and marking personnel, ensuring proper procedures are followed as well as directing and participating in work of the Traffic Services office. Incumbent works under the general direction of the Traffic Services Coordinator and supervises a small number of Sign and Marking personnel.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all of these duties).

Reviews work orders, specifications, drawings or diagrams and schedules traffic sign and pavement marking installation. Communicates with workers via radio and consults Manual on Uniform Traffic Control Devices. Contacts appropriate sources for locations of underground utilities prior to installation, and reviews workers' plan for traffic diversion as required. Maintains inventory records, prepares correspondence, purchasing documents, time sheets, and other office matters with assistance of a Clerk Typist. Assists Traffic Services Coordinator with special projects such as forecasting and budgeting, analysis of the section's work performance and other special projects.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Manual on Traffic Control Devices and other guidelines pertaining to sign/markings.

Knowledge of City-Parish's budgetary, purchasing, time keeping, vehicle and personnel regulations as required.

Knowledge of City-Parish's contract administration procedures for acceptance, payments, change orders and related.

Ability to prioritize, schedule, plan and assign work of sign and marking installation efficiently and safely.

Ability to use computer applications as required for inventory, time keeping, and related.

Ability to form and maintain productive relationships with the public, elected officials, and employees.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school supplemented by course work in office management and substantial experience in traffic control device installation and maintenance, or an equivalent combination of education and experience. Possession of an International Municipal Signal Association Level III certification, prior to appointment.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Louisiana (Class D) Chauffeur's License.