

TRAFFIC SERVICES COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for processing requests for service in the Traffic Services section, and monitoring and coordinating projects involving traffic control devices. Work involves a great deal of contact with the public, the Transportation Engineer, LADOTD, and other government agencies. This position supervises a staff of clerical and skilled Sign and Marking personnel, and reports to the Traffic Maintenance Supervisor.

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 incumbent necessarily perform all of these duties.)

Directs the work of subordinates who inspect and recommend traffic sign maintenance and installation. Reviews work orders, specifications, drawings or diagrams, and schedules work to be performed. Writes specifications for materials to be purchased, processes purchase requisitions, and monitors acquisition, receipt, payment and usage. Prepares documents and administers pavement markings contracts. Prepares section's annual budget, budget revisions, and Council agenda items. Maintains budget account ledgers. Reviews capital improvement project design plans for pavement markings and traffic sign requirements. Maintains inventory records and purchases materials when necessary.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of methods, materials and equipment used in Traffic Control, including pavement markings and traffic signals.

Thorough knowledge of the Manual on Uniform Traffic Devices (MUTCD) and other guidelines pertaining to traffic signs, pavement markings and construction traffic control.

Knowledge of the functions of Public Works divisions, other City-Parish departments, and related State departments.

Ability to work tactfully and effectively with the public, including irate individuals.

Ability to schedule, assign, supervise and coordinate the work of subordinate personnel.

Ability to establish and maintain effective working relationships with government officials, employees and the public.

Ability to communicate effectively, both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation supplemented by additional training in traffic control, engineering, construction or business management, and experience in traffic control and contract administration; or any equivalent combination of training and experience. Possession of International Municipal Signal Association Level III certification, prior to appointment.