

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION
POSTED JUNE 1999**

3-17-95 TRAFFIC MARKING AND SIGN SUPERINTENDENT, 3430

Summary of Duties: Assigns, reviews, evaluates, plans, organizes and directs the work of subordinates engaged in painting, plasticizing, maintaining, installing, or removing traffic and parking control markings on streets and curbs or installing, maintaining, or removing traffic and parking control signs; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: Employees of this class are responsible for the supervision and management of employees performing traffic marking and sign work. The work of this class involves a significant safety responsibility because of the supervision of work in often busy City streets. Some positions in this class supervise employees working alone or in crews in scattered locations putting thermoplastic markings on streets or putting up traffic signs and parking meter posts to ensure that work is properly and expeditiously completed. Other positions of this class supervise traffic marking and sign work performed by employees assigned to a district or yard, the manufacture and repair of nonelectric traffic signs, coordinate the work of crews throughout the City, assist transportation engineers engaged in preparing plans and specifications, and determine the general methods and procedures for traffic sign manufacture and installation, pavement marking, and parking meter post installation and repair. Assignments are received in writing and verbally and receive general review from a supervisor.

Incumbents in the class of Traffic Marking and Sign Superintendent, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Examples of Duties:

A Traffic Marking and Sign Superintendent:

- ! Is responsible for the supervision and management of employees engaged in the:**
 - manufacture and repair of various types of traffic control signs;
 - layout, painting, and plasticizing of traffic and parking control markings on streets and curbs;
 - installation and removal of permanent and temporary traffic and parking regulatory signs;
 - field maintenance, shop repair, and installation of parking meter posts;
 - maintenance and repair of pneumatic hand tools and similar equipment;
- ! Inspects as necessary work performed by crews and private contractors in traffic**

- marking and sign work to ensure work is done correctly, efficiently, and safely;
- ! Schedules work of crews;
- ! Inspects sites of complex jobs before work begins to determine problems such as traffic volume involved;
- ! Refers to construction plans, street profiles, and standard plans as a guide to inspect, observe, and resolve work problems of crews;
- ! Prepares maintenance schedules for power equipment used in traffic marking work and arranges for the maintenance and repair of Department vehicles;
- ! Personally observes performance of new and experimental materials in the field, keeps related records, and informs supervisors of the results;
- ! Inspects street markings to determine wear and reports on need for repair;
- ! Inspects newly resurfaced streets so plans for remarking can be made;
- ! Recommends levels of tools, materials, and spare parts to be kept in stock;
- ! Prepares and reviews records of work performed, tool and supply use, inspections, and broken signs or defective street markings, to plan work according to department priorities and to determine needs for personnel, materials, and equipment for proposed and scheduled work;
- ! Prepares annual budget recommendations for personnel, equipment, and materials and makes recommendations about the use of special funding such as gasoline tax funds;
- ! Prepares reports to the Police Department of date installed, location, and type of regulatory signs posted;
- ! Prepares responses to complaints, inquiries, and suggestions from the public, other department employees, and others;
- ! Prepares reports relating to usage and testing of materials and equipment, operations, and personnel related matters for higher supervisors and others based on written and oral information received from subordinate supervisors;
- ! Devises methods for handling unusual field problems;
- ! May supervise several subordinate supervisors and crews engaged in traffic marking and sign work;
- ! May coordinate work and assign personnel as necessary in various geographical districts;
- ! May coordinate work between various yard crews such as electrical, traffic marking and sign posting, and material control;
- ! May arrange for laboratory and field testing of new materials and/or equipment;
- ! May prepare and recommend specifications for the purchase of materials and supplies;
- ! May review bid proposals and make recommendations regarding acceptance of bids;
- ! May control the assignment of field equipment and vehicles to Department units;
- ! May develop standard operating procedures for traffic marking and sign work;
- ! Communicates equal employment/affirmative action information to employees;
- ! Applies job-related criteria in selecting, orienting, assigning, training, counseling,

- evaluating and disciplining subordinates;**
- ! Assists employees in preparing for promotion as described in the City's Affirmative Action Program;**
- ! Assures that adequate safety precautions are taken by traffic marking and sign crews to protect themselves and the public.**

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! OSHA requirements for industrial and construction and safety for persons working in streets under heavy traffic conditions;**
- ! Traffic control requirements for safe work in streets;**
- ! Methods, procedures, materials, tools and equipment used in the installation, maintenance, and repair of nonelectric traffic signs, marking of streets and curbs, and painting of traffic signs and signal equipment;**
- ! Department of Transportation procedures and policies relating to channels of communication, record keeping, processing of work orders and other documents, release of information, requesting materials and supplies, and testing of new materials;**
- ! Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;**
- ! Techniques of training, instructing and evaluation of subordinate work performance;**
- ! Techniques for counseling, disciplining, and motivating subordinate personnel;**
- ! Procedures for grievance handling;**
- ! Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;**
- ! Effective safety principles and practices;**

A working knowledge of:

- ! OSHA and other regulations regarding air and noise pollution;**
- ! Arithmetic, algebra, and geometry sufficient to perform such calculations as determination of distances, areas, angles, and quantities of materials;**
- ! Memoranda of understanding as they apply to subordinate personnel;**

A general knowledge of:

- ! Special operational problems encountered in various areas of the City;**
- ! City personnel rules, policies and procedures;**

The ability to:

- ! **Use street maps to estimate traffic flow and locate work sites;**
- ! **Read and interpret materials such as supervisor's instructions, laws and regulations, and technical written material relating to traffic marking and sign work;**
- ! **Explain technical material to subordinates, coworkers, supervisors, and other interested parties;**
- ! **Interact with others with perseverance, patience and tact sufficient to explain laws and regulations to persons who may be hostile or emotional;**
- ! **Use street profiles and construction plans to plan and check work of crews;**
- ! **Plan and control the work of subordinates;**

- ! Establish and maintain a work environment to enhance both employee morale and productivity;

The physical ability to:

- ! Efficiently inspect and correct ongoing field and shop work activities of subordinate employees for conformance with rules, regulations, and practices of work site safety and for efficiency of operation;
- ! Use a telephone to provide and obtain information;
- ! Efficiently review and edit the written work of subordinate employees;
- ! Efficiently review and interpret a large volume of documents such as correspondence, reports, files, laws and regulations, maps, and construction plans;
- ! Communicate effectively with subordinates, supervisors, the public, and others for purposes of insuring proper and timely completion of assigned work, selecting new employees, training, resolving conflicts, conducting and/or providing information at meetings, and other job-related activities.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements:

Two years of full-time paid experience as a Traffic Painter and Sign Poster or in a class which is at least at that level and which provides experience in the installation, maintenance, removal, or manufacture of traffic markings, signs, or parking control devices.

Licenses: A valid California driver's license may be required.

Fair Labor Standards Act Status: All of the positions in this class qualify for an executive exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.