

SUPERVISOR OF TRAFFIC DEVICE MAINTAINERS

General Statement of Duties and Responsibilities

Under general supervision, supervises and administers: the preparation, installation and maintenance of traffic control devices, markings, and on-street and off-street parking meters; the operation and maintenance of off-street parking facilities; performs related work.

Examples of Typical Tasks

Supervises, assigns and instructs assigned staff in the installation and maintenance of traffic control devices or markings. May be required to supervise other Supervisors of Traffic Device Maintainers.

Directs the production of traffic signs and devices.

Ensures the proper operation and maintenance of parking meters and toll facilities.

Is responsible for: the cleaning and minor maintenance of parking lot structures; the deterrence of vandalism; snow removal within an off-street parking facility; the operation, maintenance and adjustment of automatic traffic counters; conducting field tests; and inspecting completed work.

Coordinates activities with other units, governmental agencies and contractors.

Maintains records; prepares correspondence and reports.

SUPERVISOR OF TRAFFIC DEVICE MAINTAINERS (continued)

Examples of Typical Tasks (continued)

Requisitions and is responsible for tools, materials, equipment, parts and supplies.

Prepares budget estimates.

Prepares estimates of cost, materials and time required for installation of projects under consideration.

Directs emergency repairs.

Supervises the operation of trucks and motorized equipment and is responsible for the safety of employees working in heavy traffic.

Makes recommendations to improve methods and procedures.

Is responsible for the physical condition of work locations.

Operates a motor vehicle.

Qualification Requirement

Three years of full-time satisfactory experience maintaining, servicing and repairing mechanical equipment or experience of a nature similar to the duties described above, at least one year of which must have been in a supervisory capacity.

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TRAFFIC DEVICE MAINTENANCE
OCCUPATIONAL GROUP [265]

CODE NO. 90904

SUPERVISOR OF TRAFFIC DEVICE MAINTAINERS (continued)

License Requirement

At the time of appointment, candidates must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: Traffic Device Maintainer
(90910)

To: Supervising Superintendent
of Maintenance (91350)