

Jurisdictional Class: Competitive  
Adopted: January 31, 1979  
Revised: July 30, 2010

**SIGN MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves supervision of the traffic management functions in the County Highway Department. The incumbent is required to exercise significant independent judgment in interpretation of the technical requirements and warrants contained in the Federal Highway Administration (FHWA) and the New York State Department of Transportation (NYSDOT) Manual of Uniform Traffic Control Devices (MUTCD) specifically in the areas of fabrication of regulatory, warning, and directional signage for traffic signage along the various roadways, pavement markings including passing/no passing zones, lane advisories, stop bars, etc. and traffic control for both signage and traffic signals at intersections. This position involves direct supervision of Traffic Signal Technicians and Motor Equipment Operators assigned to the Traffic Section. Direct supervision involves instruction of personnel and involvement in the computerized layout and fabrications of traffic signs, layout of pavement markings including delineation of passing/no passing zones, and layout and location of signage along the roadway. The incumbent must be familiar with microprocessor operation, software and programming, automated loop vehicle detection systems, and overhead vehicle sensing processors and possess the ability to trouble shoot traffic signal controllers. The incumbent does related work as required and reports to the Highway Superintendent.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Interprets the requirements of the FHWA and NYSDOT MUTCD and makes independent judgment for fabrication, layout, and installation of various regulatory, warning, and directional signage for all 360 miles of roads and 104 bridges comprising the county highway system;
- Supervises and directs personnel in the installation of traffic signals, flashing caution lights, traffic signal cabinets and controllers, programming of controller software, installation of traffic actuated signal loops, and overhead traffic sensors;
- Performs trouble shooting of traffic signal controllers and supervises and/or instructs others on trouble shooting procedures;
- Develops annual sign maintenance, sign upgrade, road striping, and traffic signal maintenance programs and sets daily priorities within the traffic section;
- Conducts and oversees the fabrication of traffic signs computerized equipment for the layout and fabrication of sign faces and panels, assembly of the faces on the appropriate aluminum blank including fabrication of the z-bar mounting brackets and installation of breakaway post systems;
- Supervises and participates in layout of pavement markings based on accurate and comprehensive interpretations of both the federal and state MUTCD;
- Develops requirements for replacement of traffic signals and evaluates intersections on a periodic basis to identify requirements for traffic control;
- Maintains an accurate and comprehensive sign inventory and maintenance history computer program, reviews data on a periodic basis, inspects identified signs, and schedules replacement/upgrades as necessary;
- Oversees and conducts traffic accident evaluations, performs site distance evaluations, and evaluates adequacy of roadway signage and pavement markings under post-accident conditions;
- Represents the county in court cases involving litigation for accidents occurring on the county highway system;
- Maintains a comprehensive inventory of signs, hardware, posts, and parts for the maintenance and repair of traffic signals and control devices.

## Sign Maintenance Supervisor

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of current Federal Highway Administration (FHWA) and New York State Department of Transportation (NYDOT) Manuals of Uniform Traffic Control Devices along with the ability to thoroughly perform analysis of conditions affecting specific warrants, accurately interpret the applicability of specific warrants, and prepare records that accurately depict the decision making process;

Thorough knowledge of traffic signal components/installation, including the ability to troubleshoot and repair problems with controllers and microprocessors, and the ability to program the controller software application;

Familiarity with automated loop vehicle detection systems and overhead vehicle sensing processors and ability to troubleshoot traffic signal controllers;

Ability to work independently and exercise personal judgment on a routine basis;

Ability to plan, organize, and supervise the work of others;

Ability to effectively deal with the public;

Good communication skills, both oral and written.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college, university or technical school with an Associate's Degree or certificate in the study of traffic control devices, including the installation, operation, maintenance, and repair of traffic signals as well as their components and four (4) years of experience in traffic maintenance operations; one (1) year of which shall have been in a supervisory capacity; or
- (b) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in traffic maintenance operations including the layout and installation of pavement markings; one (1) year of which shall have been in traffic signal installation, operation, maintenance, or repair and one (1) year of which shall have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above but no substitution can be made for the one (1) year of supervisory experience in traffic maintenance operations.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at the time of appointment.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.