



## **JOB DESCRIPTION**

Title: **HIGHWAY TRAFFIC CONTROL  
COORDINATOR**  
Department: Public Works  
Class Code: 7560  
FLSA Status: Non-Exempt  
Effective Date: August 26, 1996 (Rev 10/2017)

### **GENERAL PURPOSE**

Under the general supervision of a Streets Department Field Supervisor, sets up and assists all traffic control and work zones for each department within Murray City. Responsible for the intersection and verification of traffic control plans submitted by all contractors working within Murray City limits to meet minimum requirements set up by UDOT specifications, manual on uniform traffic control devices (MUTCD), Federal Highway Administration and the American Traffic Safety Services Association.

Assists the Engineering Division by performing technical duties in inspecting Public Works construction work zones to ensure compliance with codes and specifications.

### **ESSENTIAL DUTIES**

- Draws up and submits traffic control plans for Murray City Operations to various departments, UDOT, SL County, UTA, using G.I.S. maps and symbols for major road closures or when working on any state road within Murray City.
- Develops and maintains a traffic control center with a traffic control vehicle to set up work site signing, channelizing devices, arrow boards and class I, II, III for work site operation barricades in daily use and emergency situations.
- Prepares traffic control specifications for all in-street construction projects for Murray City Operations which details methods and means of street and pedestrian access to project work sites during all phases. Specifications may control order and methods of construction; monitors and inspects projects to certify they meet traffic control standards and safety requirements.
- Prepares and conducts training classes regarding proper use of flagger's safety manual for flagger certification and work zone signing within Murray City.
- Inspects work sites within Murray City at least daily with a view to detecting and immediately correcting deficiencies in traffic control devices and their applications which may occur with the passage of time.
- Monitors and notifies responsible party(s) of potentially hazardous conditions relating to motorists or pedestrians, that need to be corrected.
- Will operate 10 wheel dump trucks with plows and salters during snow removal periods.
- Oversees other agencies working within city boundaries to ensure protection of city facilities; monitors road closures to maintain traffic control and ensure compliance with applicable regulations.

- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school or equivalent plus five (5) years work experience in Public Works construction and traffic control planning and inspection or any equivalent combination of education and/or experience which produces the required knowledge, skills and abilities.

### Special Requirements

- Certification from the training course for work site traffic supervisors sponsored by the American Traffic Safety Services Association or UDOT.
- Must possess a valid CDL.
- Certification from ATSSA Training Course for traffic control supervisors.
- Certified Flagger Instructor.
- Performs duties on trouble truck and must be generally available and respond to emergency "call outs" at any time of day, year-round, regardless of weather conditions.

### Necessary Knowledge, Skills and Abilities

- Knowledge of construction methods, materials and traffic control devices used in streets and utilities construction and maintenance projects within public right-of-way.
- Thorough knowledge of the Federal Highway Administration Work Zone Control Manual on uniform traffic control devices and modern traffic control methods as they pertain to construction in the public right-of-way.
- Ability to keep daily computer reports and provide printouts of all work zone records and inventory reports; ability to write, prepare and edit reports and specifications, and to make presentations to large and small groups.
- Ability to perform as an expert witness when called upon; ability to make decisions in the field with little or no supervision.
- Ability to direct proper channeling devices and construction signing to guide traffic safely through and/or around work site to avoid property damage or injury to public or personnel.
- Ability to read and interpret blueprints; ability to establish and maintain effective working relationships with employees, contractors, other departments and the public; ability to follow written and oral instructions; ability to communicate effectively, both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; radio; fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily outdoors. Work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions, vehicles, and outdoor settings, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_