



## Town of Oro Valley Classification Description

Title: **TRAFFIC SIGNS & MARKINGS CREW LEADER** Department: Public Works  
Job Code: 3340 Salary Grade: 110  
FLSA Status: Non-Exempt

### **POSITION SUMMARY:**

Under general supervision, leads subordinate staff in the installation, maintenance, repair and replacement of street signs, stop bars, pedestrian crossings, school crosswalks, stencils and pavement markers and assists in the supervision of Streets Division personnel.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Leads subordinate staff in the installation, maintenance, repair and replacement of street signs, stop bars, pedestrian crossings, school crosswalks, stencils and pavement markers and assists in the supervision of Streets Division personnel.
- B. Operates and supervises the use of equipment in the field.
- C. Implements and enforces safety procedures and practices when working with heavy equipment, tools and materials.
- D. Trains subordinate staff on equipment and installation of traffic control devices.
- E. Maintains inventory of signs, paint and other materials used and communicates with vendors to order supplies and materials.
- F. Participates in emergency call outs.
- G. Tests new products in field and recommends materials, tools or equipment.
- H. Determines type and quantities of materials required to perform and complete job assignments and arranges materials delivery to job sites.
- I. Assigns crew personnel job tasks, instructs personnel in methods, procedures and equipment operation and participates in work activities to maintain work schedules and standards.
- J. Investigates and resolves minor operational and procedural problems and personnel complaints.
- K. Maintains records of work activities, injuries and accidents.
- L. Notifies supervisor of major operational and procedural problems, complaints from citizens and equipment malfunctions.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing traffic signs and markings.
- Knowledge of street maintenance concepts, techniques and materials.
- Knowledge of occupational hazards and standard safety precautions.
- Skill in assessing, prioritizing and delegating work assignments and projects to subordinate staff.
- Skill in operating heavy equipment used in traffic control.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- Four (4) years' experience in traffic control maintenance and heavy equipment operation; **OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain an Arizona commercial driver license.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an outdoor environment.