

**City of Vicksburg
Job Description**

Job Title: Traffic Department Supervisor
Department: Traffic
Reports To: Public Work's Director
FLSA Status:
Prepared By: Carla Sullivan
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Approved Date: 05/30/2025

Summary

Directs, supervises, and assists with the installation and maintenance of all traffic signs, signals, cabinets, and markings, by performing the following duties:

Essential Duties and Responsibilities

includes the following: other duties may be assigned.

Responsible for interviewing perspective employees and training new employees.

Responsible for the development and administration of the departmental budget.

Directs, supervises, and assists with all departmental work.

Installs and maintains traffic signals and cabinets.

Operates bucket truck or a platform truck in maintenance work.

Sets timing intervals for signalized intersections.

Observes signals, visibility of signs and pavement markings, location of traffic signals, width of street or roadway and other considerations affecting traffic conditions.

Prepares drawings of proposed signal installations or other control devices.

Assists with or uses a paint machine to layout and paint crosswalks, stop bars, arrows, and center lines.

Assists with layout and installation of Thermo Plastic.

Records trouble calls and other information into log books.

Fills out and completes work orders.

Operates a chain saw and other related equipment from a bucket truck.

Installs signposts with a post driver or post hole digger.

Troubleshoots signalized intersections and interstate lighting.

Directs and assist with setting up of work zones, detours, and road closures.

Responsible for training Traffic Department Employees.

Installs and maintains City Banners and all city signs.

Use a concrete cutting machine as needed.

Supervisory Responsibilities

Directly supervises employees in the Traffic Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training new employees, planning, assigning, and directing work, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or general education degree (G.E.D.) preferred. Must be a licensed Master Electrician with at least three years of experience. Must be IMSA Certified in Work Zone, Signs, and Markings (Level II) and in Traffic Signals (Level III) Field Technician.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to effectively present information, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer skills

To perform this job successfully an individual should have knowledge of all city software that pertains to this job and be able to use it efficiently.

Certificates, Licenses, Registrations

Must have a valid driver's license. Must be a certified electrician, (Preferably licensed), IMSA Certified in Work Zone, (Level II) - Must be a IMSA Level II Field Technician.

Other Skills and Abilities

Must have knowledge of traffic signs and signals.

Other Qualifications

Must be available for overtime and on-call duty (24 hours a day, 7 days a week).

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 function.

While performing the duties of this job; the employee is regularly required to stand, walk, sit, use hands to fingers, handle or feel, reach with both hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and 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 is regularly exposed to moving mechanical parts to high precarious places, outside weather conditions and risk of electrical shock. The employee is frequently exposed to vibration. The noise level in the work environment is usually moderate.