

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **TRAFFIC MAINTENANCE WORKER LEAD**

Spec No. 8083

#### **BASIC FUNCTION**

To serve as traffic maintenance lead worker and assist the Senior Operations Coordinator in the operation of the Road Maintenance Division Traffic Maintenance Section.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Serves as lead worker over one or more traffic maintenance crews and provides direct on site supervision to subordinate employees as required; lays out daily work assignments and instructs subordinates as necessary; inspects work in progress and upon completion to ensure compliance with work orders, plans, specifications and cost estimates; analyzes and resolves technical problems encountered in the work; enforces safety rules and regulations.
2. Investigates and responds to claims, lawsuits, complaints and requests for traffic maintenance work received from the general public; conducts site inspections and determines resource requirements for any needed repairs; prepares estimates of material, equipment and labor requirements for needed repair and traffic maintenance work; serves as coordinator during emergency conditions such as flooding, snow and ice events, earthquakes, etc.
3. Maintains daily work records and employee time cards; prepares required written reports, and knowledge of the county computer network.
4. Responsible for daily field review with crews on-site.
5. Responsible for daily checking of roads for traffic maintenance problems and establishing "rainy day" backlog of work.
6. Responsible for performance coaching and reviews with subordinates.
7. Participates in first-line discipline for infractions of safety rules, policies, and work rules, including documented verbal reprimands.
8. Conducts morning roll calls in absence of supervisor.
9. Oversees pager coverage on nights and weekends on a rotational basis with Sign Maintenance Workers.
10. May perform all of the duties of lower level road maintenance workers as necessary.
11. Performs related duties as required.

# SNOHOMISH COUNTY JOB DESCRIPTION

## TRAFFIC MAINTENANCE WORKER LEAD

Spec No. 8083

### MINIMUM QUALIFICATIONS

Four (4) years of experience in traffic engineering or traffic maintenance, which includes at least two years of lead worker experience, or two years experience as a road maintenance leadworker, OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

IMSA Level 1 Signs and Marking Certification required within one year of hire.

A valid State of Washington Traffic Flagging Card and a valid First Aid and CPR card are required for employment.

Other licenses, endorsements or certification may be required for specific assignments within class.

Candidates for employment may be required to pass a pre-employment physical examination prior to being hired.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, concepts, and practices of traffic engineering, including the Manual of Uniform Traffic Control Devices, (MUTCD), and American Association of State Highway and Transportation Officials Standards, (AASHTO);
- Traffic laws and regulations relating to traffic control, and principles of design for physical facilities for controlling traffic movement;
- routine preventive maintenance and troubleshooting procedures relevant to the full range of construction and maintenance equipment;
- federal, state, and local laws, rules and regulations governing traffic maintenance and repair operations;
- the potential hazards associated with the work and safety rules and regulations;
- basic first aid methods and procedures;
- Snohomish County policies and procedures.

Ability to:

- analyze and determine resource requirements for a variety of traffic maintenance and repair work.
- layout, organize and supervise the work of subordinate employees;
- read, interpret and work from a variety of blueprints, drawings and work orders;
- prepare a variety of drawings, work plans and specifications, cost estimates and other written materials;
- operate the full range of traffic maintenance equipment skillfully and safely under all types of weather conditions;

# SNOHOMISH COUNTY JOB DESCRIPTION

## TRAFFIC MAINTENANCE WORKER LEAD

Spec No. 8083

### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- understand and follow oral and written instructions;
- establish and maintain effective work relationships with co-workers;
- deal courteously and tactfully with the general public and co-workers;
- communicate effectively both orally and in writing;
- maintain accurate and complete written records and prepare required reports.

### PHYSICAL EFFORT

Moderate physical effort is required in the operation of various pieces of traffic maintenance equipment. Occasional strenuous physical exertion may be required when performing manual labor tasks.

### SUPERVISION

The work is performed under the direction of the Senior Operations Coordinator, and requires considerable independent judgment by the employee. The work is reviewed through status reports, staff meetings and results obtained. The employee is responsible for the direct, day-to-day supervision of one or more work crews in the field.

### WORKING CONDITIONS

The majority of the work is performed outdoors in all types of weather at work sites throughout the county. Paperwork is done in the usual office environment. The employee is exposed to a variety of potential hazards associated with this type of work when working in the field.

Employees may be required to work evenings, weekends or holidays and are subject to call out at any time for emergency conditions.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2000

Revised: March 2001, October 2013, May 2016

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 239 – Classified Pay Plan

Pay Grade: 241 – Classified Pay Plan – Hourly (Spec No. 8110)

Workers Comp: 1501 Hazardous