



# City of Tempe

## TRANSPORTATION LEAD – SIGNING & STRIPING

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	473	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	ITS Signal Technician II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from Traffic Management & Operations Supervisor or from other supervisory staff.
Exercises functional and technical supervision over Transportation Worker I/II+, Sign Technician and temporary employees.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of transportation maintenance experience.
<i>Education:</i>	High school diploma, GED or equivalency supplemented by applicable training in equipment operation and maintenance. Basic computer skills is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> <li>● Possession of, or required to obtain within one (1) year of hire or promotion, a Work Zone Traffic Control Safety Certification and Signs and Markings Level I and Signs and Markings Level II.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s mission and values. To lead and participate in the maintenance and operation of assigned area of responsibility. Perform a wide variety of advanced and specialized duties, providing technical guidance, assigning and monitoring work, in accordance with required standards.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures;
- Plan, prioritize, assign, lead and review the work of staff in maintenance and operations work relating to streets, right-of-way infrastructure;
- Provides technical advice to staff, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases;
- Act as a coach and mentor to team members; facilitate and participate in team member's Individual Development Plans;
- Establish and maintain effective working relationships with team members and the general public;
- Assist in establishing methods and schedules for maintenance and operations activities; coordinate work schedules with other City departments;
- Evaluate operations and activities in assigned areas of responsibility and recommend improvements and modifications;
- Investigate complaints and requests for service from the general public and recommend corrective actions;
- Create and close work orders; receives, reviews, completes and/or maintains various forms, schematics, reports, correspondence, records, databases and/or other documents per local, state and federal regulatory requirements;
- Prepare reports and maintain time and material, ensures availability of adequate supplies, equipment. Initiates requests for inventory replacement and assist with vendor selections. Receives and distributes equipment and supplies;
- Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service;
- Utilize proper safety procedures and precautions related to all work performed.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective April 2016</i>  <i>Revised December 2016 (update physical/mental activities)</i>  <i>Revised March 2019 (PW reorg - moved to Engineering &amp; Transp. Dept.)</i></p>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Transportation Lead - Signing and Striping**

**Job Code: 473**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Computer Software		X		
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors		X		
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold	X			
Office Setting		X		
Confined Spaces	X			
Excessive Noise**		X		
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**