

SENIOR TRAFFIC SUPERVISOR, 3218

Summary of Duties : Supervises a group of employees engaged in parking enforcement and traffic and pedestrian safety activities; or organizes, directs, and coordinates such work on an area-wide basis; and does related work.

Distinguishing Features : The primary responsibility of a Senior Traffic Supervisor is to supervise, coordinate, and plan the parking enforcement and intersection control field activities in the City's parking management program. An employee of this class is responsible for ensuring a proper level of parking enforcement and intersection control, as well as insuring compliance with Department policies, rules, and regulations. Senior Traffic Supervisors receive assignments in terms of broad objectives and are required to exercise independent judgment in implementing them.

Examples of Duties : Supervises Traffic Officers engaged in parking enforcement, intersection control, and abandoned vehicle impound; occasionally performs the above work on a relief basis; instructs employees in the techniques of enforcement of parking regulations, intersection control, the use of forms, logs, and reports, and good safety practices; assigns work schedules, rest periods and lunch periods to assure equal distribution of workload and maintain constant coverage of posts and beats; reviews the work of subordinates for completeness and accuracy, prepares employee evaluations; prepares reports of activities and maintains a daily log; conducts periodic audits of employee logs and ensures that work performance meets the established standards; may be required to conduct preliminary investigations into personnel complaints; fulfills supervisory responsibilities as set forth in the City's affirmative action program.

When assigned at the higher level, plans, organizes, directs and trains other Senior Traffic Supervisors and Traffic Officers engaged in the above described work; inspects subordinate personnel and their equipment for fitness for duty; assigns, trains, and evaluates subordinate Senior Traffic Supervisors and Traffic Officers; resolves personnel problems; initiates, investigates, and directs the completion of personnel complaints and submits reports on findings; ensures compliance with Department rules, regulations, and policies; conducts daily roll call meetings; may prepare budget requests; surveys and reports on area activities; may supervise a unit which supports line enforcement operations, such as the Communications Unit; may represent the Department of Transportation on parking enforcement and intersection control related matters; insures proper level of parking enforcement and intersection control special event coordination and vehicle impounds; and may maintain liaison with outside agencies which have parking enforcement and intersection

control related activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of parking enforcement policies and procedures; a good knowledge of techniques of directing vehicular and pedestrian traffic; a good knowledge of safety principles and practices; a good knowledge of principles of supervision, interviewing, training, employee grievance procedures; a working knowledge of Vehicle and Municipal Codes affecting parking enforcement and traffic direction; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of the organization, responsibilities, functions, and limitations of the City's parking management program; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to write clear and comprehensive reports; the ability to explain policies, procedures, and regulations; the ability to understand and follow directions; the ability to deal tactfully and effectively with other employees and the public; the ability to analyze situations and adopt quick, effective, and reasonable courses of action; the ability to train and evaluate subordinates.

Two years of experience as a Traffic Officer are required for Senior Traffic Supervisor.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of up to fifteen pounds and occasionally over twenty-five pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.