

Class Code: 00I  
City of Anaheim  
Class Specification

Classification:  
TRAFFIC CONTROL SUPERVISOR

DEFINITION: Under minimal supervision, supervises the activities of full- and part-time traffic control personnel engaged in traffic and pedestrian safety, parking enforcement and vehicle abatement.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Responsibilities and duties may include, but are not limited to, the following:

Determines staffing needs and schedules personnel to work events and emergency situations. Schedules and directs sworn motor officers assigned to traffic control at events.

Plans traffic flow for special events. Makes decisions regarding location and number of personnel at specific locations and/or at intersections, during events and at disasters.

Meets with the City's Traffic Engineering Division, Convention Center staff and tenants, and special event coordinators and promoters regarding traffic control issues.

Makes work assignments, sets priorities for, trains and reviews the work of full- and part-time traffic control personnel. Approves time cards for payment and ensures proper account numbers for billing purposes. Recommends merit increases for assigned personnel.

Establishes standards of performance; conducts performance evaluations; makes recommendations regarding performance improvement plans; recommends disciplinary action; implements discipline as directed by superior.

Recommends general policies and procedures; implements as approved and trains personnel on changes as warranted. Writes Traffic Control Assistant operating procedures and training manual.

Develops and implements departmental policy and procedure for the vehicle abatement program based on SAAV abatement criteria. Oversees and/or participates in, vehicle towing, impound and the State reimbursement process.

May direct traffic on City streets during peak traffic conditions.

Enforces parking laws by issuing parking citations. Reviews impound reports.

Participates in the development of program budget. Monitor work hour expenditures and oversee operating expense of traffic control functions.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Conducts traffic surveys.

Reviews and makes recommendations regarding Special Event permits.

Appears in court to give testimony.

Prepares reports on major and minor incidents.

Performs related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Progressively responsible experience performing traffic control work including lead experience.

Knowledge of: Traffic control procedures; traffic management related to special events; California Vehicle Code and Anaheim Municipal Code; police radio codes; principles of supervision and training; rules of conduct; laws, codes and regulations governing the Vehicle Abatement Program; current mandates administered by the California Highway Patrol and Service Authority for Abandoned Vehicles (SAAV) governing abatement; Traffic Bureau operations and Police Department procedures; basic budgeting and statistical principles; record keeping and report writing; outside jurisdictions encroachment permit procedures and policies.

Ability to : Plan, schedule, make work assignments and set priorities for traffic control employees; direct and evaluate the work of subordinate employees; train

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### Traffic Control Supervisor

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employees in traffic control techniques; conduct on the job training; deal diplomatically with the public; maintain a professional demeanor under stressful conditions and defuse difficult situations; maintain records of budgetary expenditures; write operating procedures; prepare clear, concise and accurate statistical and narrative reports, and instructional memos; maintain and keep accurate records; testify in court; establish and maintain effective working relationships; communicate effectively both orally and in writing.

License and/or Certification Required: Possession of, or ability to obtain a valid Class III California Driver's License by date of appointment.

Physical Requirements: Walk, stand, use both hands and arms, for long periods of time, have good night vision.

Supervision Received: Works under supervision of Traffic Sergeant.

Supervision Exercised: Supervises full-time and part-time Traffic Control Assistants.

FLSA Designation: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA General  
Revised 5/86 - M. Nash & Company  
Revised 8/88 - L. Harvey  
Revised 11/96 - S. Apel Witz  
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