

# Missouri Department of Transportation

Code: R01082

Title: Traffic Systems Supervisor

Exemption Status: Non-Exempt

Grade: 12

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 05-01-2009

**General Summary** The traffic systems supervisor directs the operations of the traffic management center including computer traffic surveillance and control systems to provide traffic control for urban freeway and arterial traffic. Responsibilities are performed under moderate supervision.

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET  
Four years of experience in routine or special maintenance with experience in traffic control situations and/or positions involving dispatching.

**Supervisory  
Responsibilities** Full Supervision

**Location** District Offices- Traffic

**Special Working  
Conditions/Job  
Characteristics**

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## Examples of Work

- (1) Schedules and supervises daily work assignments of the traffic system operators and customer service representatives; coordinates the traffic management center operations with field operations.
- (2) Coordinates traffic logs and records relating to highway conditions, customer service databases, and system operation; assists in the development of operating procedures for department traffic and incident management strategies, customer service, dispatch, and system operation.
- (3) Monitors information presented on advanced traveler information systems; evaluates traffic congestion, emergency situations, and traffic delays for appropriate actions taken on variable message signs and other traffic control devices.
- (4) Communicates with police dispatchers, media representatives, the general public, and field personnel regarding traffic conditions.
- (5) Coordinates traffic reporting information and collection of data; generates reports for management on system performance and activities.
- (6) Coordinates and arranges repairs or maintenance of traffic management center and related field equipment.
- (7) Maintains inventory of equipment and supplies; orders and purchases items as necessary.

- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**