

Missouri Department of Transportation

Code: R03586

Title: Traffic Operations Supervisor

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date	07-01-2017
Replaces (Effective Date)	12-01-2013
General Summary	The traffic operations supervisor reviews, approves, and manages routine and complex projects on department right of way by utility companies, contractors, developers, government entities, or individuals; and performs inspection of projects to ensure compliance with specifications set forth in permits. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Two years of college or Associates Degree: Engineering, Construction Technology, or related field Two years of experience as a senior traffic specialist.
Supervisory Responsibilities	Full Supervision
Location	Central and District Offices - Highway Safety and Traffic
Special Working Conditions/Job Characteristics	Job requires exposure to moderately adverse and undesirable environmental conditions. Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Conducts reviews of and approves complex development proposals to be constructed on department right of way for feasibility with regard to access management, drainage, sight distance, traffic control plan and devices, landscaping and other requirements; makes recommendations for modifications and coordinates projects.
- (2) Conducts planning/pre-construction meetings with developers, engineering consultants, architects, city or county officials, utility engineers, and internal customers to explain department procedures, policies, specifications and codes, and to develop and negotiate strategies for complex traffic related issues.
- (3) Makes quality assurance reviews as necessary to ensure compliance with permit specifications, including work zone traffic control plan and devices.
- (4) Conducts, or assists in conducting, public hearings and other formal meetings; may serve on core teams for construction projects to review for access management; may assist other public entities in the selection of traffic consultants.
- (5) Prepares and reviews correspondence and reports; develops standard contracts or memorandums of understanding.

- (6) Testifies at formal and/or informal hearings to explain department actions in specific cases pertaining to permit applications.
- (7) Assists department personnel with access management, utility, and other related traffic issues.
- (8) Conducts quality assurance reviews and prepares or supervises the preparation of automated reports and programs for permit activities in the district.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.