

## Middletown, CT Job Description

<b>Classification Title</b>	Sign/Traffic Paint Supervisor
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to ~~supervise and perform plan, schedule, supervise subordinate staff and perform~~ the painting of city streets, buildings and parking traffic lots and create traffic signs. ~~systems management indicators on City streets, roads, thoroughfares and parking areas, to prepare, erect, maintain and repair street signs, traffic control signs, temporary barricades and other materials. The position is also responsible for maintaining the physical appearance of city buildings through painting, graffiti removal and design and fabrication of signs. The work is performed under the direction of the Superintendent of Streets and Sanitation and the Director of Public Works.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees ~~employees and the~~ operations of the Traffic Paint Division.
- ~~Prepares cost estimates for city painting projects and submits through appropriate designations. Creates signs for city streets, parking lots, municipal buildings and private agencies.~~
- ~~Plans, schedules and performs the painting or installation of pavement markers; maintains centerlines, stop lines, crosswalk lines, traffic lane indicators and related road service markings in accordance with Federal Highway Administration Standards. Coordinates activities with Fire and Police supervisors. Paints city streets and city/state parking lots.~~
- ~~Recommends purchase of supplies and equipment.~~
- ~~Prepares, maintains and installs traffic cones, barricades and other equipment. Coordinates activities with Fire and Police supervisors. Moves office furniture and related items for Public Works department and other city departments.~~

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- ~~Prepares, maintains and repairs street, informational, traffic control and other approved signs; erects signs, including the use of hydraulic Rhino pole-pounding machine. Perform snow plowing and snow removal functions.~~
- ~~Prepares and paints surveying stakes, hydrants, sandboxes and other materials and equipment. Installs meter posts, sign posts and cement stanchions for portable stop signs.~~
- ~~Responsible for creating bid specifications in compliance with City purchasing rules and Ordinances.~~
- ~~Paints interior and exterior walls, doors, trim and other surfaces on city owned property. Removes graffiti from city signs, traffic boxes and other property.~~
- ~~Schedules and plans work functions, determines supplies, materials and equipment, coordinates work.~~
- ~~Recommends the purchase of supplies and equipment, may prepare cost estimates for materials.~~
- ~~Constructs scaffolding.~~
- ~~Supervises department personnel. Trains, instructs, provide compliance with appropriate language in the Collective Bargaining Agreements.~~
- ~~Cleans and maintains equipment and materials; instructs others in the operation of machinery and equipment. Orders supplies and materials.~~
- ~~Assists with snow removal operations; places barriers during severe weather and emergencies; performs minor carpentry work.~~
- ~~Plan, coordinate and supervise painting projects for all city departments.~~
- ~~Maintains logs of daily activities.~~
- ~~Coordinates activities with other divisions, departments and agencies. Coordinates new sign and road pavement markings with traffic authority.~~
- ~~Ensures compliance with all safety and environmental procedures and regulations; ensures that Call-Before-You-Dig has been contacted for installations; ensures proper disposal of hazardous materials, etc.~~
- Perform other related duties as assigned.

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### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent with vocational/technical training and at least with five years of painting/maintenance experience, ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

#### Other

- ~~Position requires possession of a valid~~ Class B commercial driver's license (CDL). ~~Ability to obtain flagger certification and confined space certification.~~

### PREFERRED QUALIFICATIONS

Traffic Control Certificate (Flagger), Fork Lift Certificate and confined space training.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform ~~mid-level~~mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. ~~Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~Knowledge of MUTCD handbook
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as work orders, invoices, material lists, drawings, bids, maps, handbooks, specifications, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all department personnel, other City departments, community organizations and the public.~~Knowledge of city and state property lines
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals and fractions.~~Ability to estimate project costs and materials
- Ability to operate and use applicable tools and equipment

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- Knowledge of safe lifting procedures
- Ability to mix mortar
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities

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- ~~Ability to Reason~~/analyze; use logic to identify and resolve problems
- ~~Ability to Evaluate~~, organize, and summarize data and information
- ~~Ability to Establish~~ and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to Satisfy~~ the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, center line machines, hand and power tools, and/or materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as painting.~~
- ~~Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~
- ~~Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and ingredients.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as toxic agents, chemicals, strong odors, temperature and noise extremes, machinery or traffic hazards can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/14/15
<b>Dates revised</b>	