



## Salt Lake County Job Description

### Assistant Highway Striping Supervisor

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**DEPARTMENT:** Public Works

**DIVISION:** Public Works Operations/4400

**JOB CODE:** 740 **GRADE:** 011

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** TRD

**EFFECTIVE DATE:** 04/03/1998

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Assists in the supervision of assigned personnel and accomplishes unit goals of maintaining all County and contract cities highway markings, pavement markings, sign maintenance, etc. Provides training to employees on the use of County equipment. Ensures vehicles and equipment are properly used and maintained to County standards. Assists in maintaining inventory and materials. Maintains database of work orders, striping etc.

#### **MINIMUM QUALIFICATIONS**

Two (2) years of related experience, of which one (1) must have been supervisory or administrative; OR an equivalent combination of education and experience. Education may not be substituted for the required supervisory experience.

Must possess a valid Class B Commercial Driver's License (CDL) at the time of hire OR obtain the Class B CDL within six (6) months of hire date to operate a Salt Lake County vehicle.

Must possess a current Utah Department of Transportation (UDOT) Medical Card at the time of hire.

Flagging, forklift, and defensive driving certificates required within three (3) months of hire.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Maintains county highway striping to division and federal standards as outlined in the Manual of Uniform Traffic Control Devices (MUTCD).
- Performs skilled operation of striping machines, airless painting equipment and other tools necessary to complete jobs.
- Prepares and lays out painting work using measuring devices, survey instruments, and other techniques according to accepted standards.
- Investigates complaints from the public and other employees regarding highway striping, implement solutions based on accepted standards, division policies and direction of Traffic Engineer.
- Designs and draws proposed roadway and striping proposals to be submitted to the Traffic Engineer for approval.
- Maintains the Crosshatch Program to County standards.

- Leads and directs paint crews for the layout and painting of all crosshatch locations.
- Leads and directs crews for the removal of all graffiti that is the responsibility of the Public Works Department.
- Works with the Commissioner's Office on graffiti removal. Attends meetings involving other Salt Lake County and outside agencies that work with the division.
- Performs daily and annual preventative maintenance on striping and painting equipment, shop vehicles and other equipment and vehicles.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Develops and implements work plans and schedules to fulfill established unit goals.
- Coordinates all work with Traffic Engineers and highway supervision for maximum efficiency. Maintains and controls an inventory of parts and materials required for the unit's performance, including specifications and to order supplies according to established procedures.
- Maintains highway striping and other pavement marking to County and Federal highway standards as outlined in the MUTCD.
- Maintains and submits an accurate record of work performed by self and assigned personnel to supervisor.
- Prepares and lays out painted work using measuring devices, survey instruments and other techniques according to accepted standards.
- Designs and draws up road and striping proposals to submit to the Traffic Engineer for approval.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- MUTCD highway striping and other pavement marking standards
- Methods and technique of effective supervision
- Inventory control and reorder techniques
- Policies and procedures of Salt Lake County, MUTCD, OSHA, etc.
- Salt Lake County roads locations and jurisdictions

#### **Skills and Abilities to:**

- Run all facets of the highway striping division
- Operate striping and marking tools and equipment such as sophisticated multi-engine paint sprayers, airless painting equipment, mixers, hoists, fork lifts, striper, camera, gun packages computer systems, etc.
- Conduct heavy duty machine operations and mechanical and hydraulic repairs
- Use survey equipment to spot roadways for painting
- Train others in use of tools, equipment and techniques
- Follow written and verbal procedures and instructions
- Supervise and motivate personnel
- Prepare complete and accurate daily reports
- Operate motor vehicles
- Implement safety procedures

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Position requires extensive physical labor—lifting, pushing, pulling, and carrying objects over 50 pounds and up to 100 pounds with some assistance; kneeling, bending, sitting and standing.

Involves exposure to extreme weather conditions, dirt, dust, heat, cold, chemicals, smoke, and/or loud noises.

This position requires working in close proximity to traffic, the general public and outside environment, requiring observing strict safety standards.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

This position requires flexibility to be on-call 24 hours a day.

Revised Date/Consultant's Initials: 01/16/2017/MB