



DEPARTMENT OF

# FIELD OPERATIONS

## Traffic Manager

**\*\*\*\*\*Sign-On Bonus: CDL Class A: \$2,500.00 and CDL B: \$2,000.00\*\*\*\*\***

Salary: \$61,099 – \$68,651

Type: FULL TIME

Benefits: FULL BENEFITS

Date Posted: 10/22/2024

### About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

### Profile

Under the general supervision of Deputy Director of Field Operations, this manager is responsible for scheduling and prioritizing the day-to-day operations of the traffic and streets divisions, supervising division staff, monitoring budget expenditures, and promoting and enforcing safe work practices. The responsibilities for this division include, but are not limited to the repair, replacement, installation and maintenance of streets, storm drains, traffic control devices, and street lighting, right-of-way maintenance, and snow and ice removal. Performs other duties as assigned.

### Preferred Education

High School Diploma or GED Required  
Five year of transportation experience, three years of supervision experience or equivalent training, education, and/or experience.

### Preferred Experience

Five years of related experience or equivalent training, education, or experience, with three related to roadway construction activities.  
Three years of supervisory experience

### Requirements/Certifications

- CDL Class B Permit
- Flagger Certification
- Forklift Certification
- Temporary Traffic Control Manager
- Responsible Party Certification
- Strong Understanding of Signal and Concrete repairs

### How to Apply

- 1 Visit [salisbury.md/apply](https://salisbury.md/apply)
- 2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD  
Classification Description

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Classification: Traffic Manager  
Grade: M4  
Department: Field Operations  
FLSA Status: NE  
Date: 10/22/24

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**Position Profile:** Under the general supervision of Deputy Director of Field Operations, this manager is responsible for scheduling and prioritizing the day-to-day operations of the traffic division, supervising division staff, monitoring budget expenditures, and promoting and enforcing safe work practices. The responsibilities for this division include, but are not limited to the repair, replacement, installation and maintenance of streets, storm drains, traffic control devices, and street lighting, right-of-way maintenance, and snow and ice removal. Performs other duties as assigned.

**Duties and Responsibilities**

**Administrative Management:** Supervise overall operations of Traffic Division. Plan, prioritizes, assigns, supervises and reviews work task assigned to staff. Participates in employee recruitment and selection; coordinates training; conducts employee performance evaluations. Participates in the development of goals and objectives, policies and procedures; makes recommendations for improvements to existing standards, policy and procedures; monitors work activities to ensure compliance with established policies and procedures. Manage contracts for work that cannot be completed with in house staff. At a minimum, this includes developing a scope of work, evaluating bids, ensure that it is completed in accordance with projects specifications. Participate in the development in accordance with project's specifications. Participate in the development of the annual budget. Monitors employees' certification levels to assure that they are current and relevant to their duties; identifies employee's educational opportunities and schedules training. Coordinate with other division leadership to fully implement department cross-training program. Participates in the preparation and monitoring of the division budget; plans procurement of material, supplies and equipment; assist in preparing specifications for vehicles and equipment utilized in traffic operations; initiates procurement of equipment and material required to operate activities efficiently.

**Skills Proficiency/Strategic Planning:** Ability to monitor and evaluate problems and organizational performance in order to access efficiency and effectiveness.

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- Performs repairs, maintenance, installation of street lighting, signs and pavement markings.
- Manages all concrete contracts, budgets and repairs.
- Manages all city signal contracts, budgets and repairs.
- Manages all city-wide paving/resurfacing contracts, budgets and repairs.
- Performs general and preventative maintenance on all equipment and facilities as appropriate.
- Monitors supplies and equipment inventory; initiates requests for required parts, tools and materials.
- Drives and operates various vehicles, including but not limited to: aerial truck, forklift, dump truck, grader and backhoe and trains subordinates in the operation and care of vehicles and equipment.
- Handles special events, including set up and tear down of equipment, traffic control, site cleanup.
- Leads crew and participates in snow removal, assist with plans, organization and schedule of snow removal operations.
- Responds to after hours calls on nights, weekends and holiday.
- Performs other duties as assigned.
- Set up of work zone traffic control.

**Leadership/Team Leader:** Ability to work with team members in a manner conducive to full performance and high morale.

- Leads and instructs employees in the operation of equipment and maintenance safety.
- Observes and promotes all established safety procedures.
- Directs work of assigned crew; ensures work is performed to construction standards.
- Ensure assigned crew adheres to applicable safety precautions and regulations.

**Stewardship/Resource:** Demonstrates understanding of the principles and practices of public or business administration, including budget preparation and analysis.

- Keeps and maintains all records and documentation of work performed.
- Collects, prepares and enters system data.
- Logs work activities, update maps, maintains records, files and work-related documentation.
- Maintains Traffic Department budgets
- Manages all concrete contracts, budgets and repairs
- Manages all city signal lights, budgets and repairs.

**Development/Professional Development:** Supports team members to ensure their needs are met and the division operates effectively.

- Ability to work with team members in a manner conducive to full performance and high morale.

- Continue to attend relevant meetings and trainings.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

#### **Education and Experience**

- High School diploma or GED
- Five years of related experience or equivalent training, education or experience, with Three years related to roadway construction activities.
- Three years of supervisory experience.
- Valid Driver's License.

#### **Physical Requirements**

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 80% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.