

Missouri Department of Transportation

Code: R03586

Title: Traffic Operations Supervisor

Exemption Status: Exempt

Grade: 9

Job Description

Effective Date 01-16-2025

**Replaces
(Effective Date)** 07-01-2022

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 Associate's Degree: Engineering, Construction Technology, or related field, **AND** six years of direct experience in traffic operations, **OR** Eight years of direct experience in traffic operations.

**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.