Missouri Department of Transportation Job Description

Job Title: Traffic Supervisor

Title Code: R02009

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: District Office – Highway Safety and Traffic; Maintenance

Effective Date: 09-01-2026

Replaces (Effective Date): 09-01-2025

General Summary

The traffic supervisor is responsible for long-term planning, budget preparation, and the operational oversight of the signing, striping, and/or signal and lighting activities performed within the district. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET, plus completion of a formal post-secondary technical training program in electronics (of at least 30 credit hours or one school year in duration), **AND** six years of experience in signing, striping, and/or signal operations, **OR**
- Seven years of experience in signing, striping, and/or signal operations.
- May require International Municipal Signal Association Level II Certification Traffic Signals.
- Valid driver's license.

Special Working Conditions/Job Characteristics

- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Examples of Work

1. Directs, schedules, and assigns crews for marking, signing, striping, and/or signal and lighting operations.
2. Checks and reviews work progress of crews; ensures compliance with safety standards.
3. Surveys roads, bridges, and right of way to determine marking, signing, striping, and signal and lighting needs.

4. Performs field inspections and testing to evaluate signs and roadway marking for quality and reflectivity and/or performance of traffic signal operations.

5. Determines structural signing placement and repair; prepares roadway and thermoplastic tape markings; marks roads for placement of no passing zones.

6. Orders signing, striping, and signal and lighting supplies and hardware; manages inventory.

7. Investigates and responds to reports, inquiries and complaints from the general public.

8. Trains employees on procedures, safety, equipment operation, and emergency procedures.

9. Directs the cleaning and routine maintenance of vehicles, equipment, and buildings; coordinates repair work with other divisions.

10. Prepares reports on equipment usage, materials usage, inventories, and daily activities; prepares budget estimates of materials needed; maintains logs for various records.

11. Performs supervisory responsibilities.

12. Performs other responsibilities as required or assigned.