



## City of Irving Job Description

### Section Chief

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	O502	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### PURPOSE

Supervise and coordinate one of the following operations with an assigned section: (1) the installation, maintenance, and fabrication of traffic control devices, including traffic pavement markings; (2) refuse collection and disposal, device installation, construction, repair, and maintenance teams, including planning, assigning, and evaluating work. In addition to generally supervising the maintenance and repair of equipment within an assigned section, this position provides personnel oversight and ensures crew safety.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Establish schedules and methods for performance of assigned outcomes, which includes planning and prioritizing work; Inspect work and facilities and corrects deficiencies when necessary.
- Supervise staff members, which includes assigning work, evaluating performance and correcting any deficiencies, and participating in interviewing and hiring.
- Supervise the maintenance and repair of equipment within assigned section.
- Maintain records time, material, and equipment use, enter payroll information into City software and/or using automated work-order system, and review daily work sheets of jobs and materials used.
- Purchase necessary equipment and supplies according to City regulations.
- Ensure proper care of equipment, vehicles, and tools, which includes troubleshooting and diagnosing equipment malfunction and performing preventative maintenance and repairs.
- Ensure the safety of assigned crew, which includes erecting appropriate work barricades; attending safety classes for first aid, defensive driving, and CPR; and, removing obstacles and barriers that present safety hazards to work crew and public.
- Supervise, provide, and/or coordinate the training of new employees and the cross-training of current employees.
- Prepare reports; Answer questions and provide information to the public, including investigating requests and complaints.
- Respond to after-hours callback for emergency conditions.
- Perform related duties as assigned.

#### If Assigned to Parks & Recreation:

- Operate, maintain and perform minor repairs on heavy and light equipment utilized in the maintenance of lawns, parks and fields; Sharpen tools such as weed cutters, edging tools and shears.
- Repair fences, gates, walls and walks.
- Supervise the maintenance of irrigation systems, drinking fountains and water fountains.

**If Assigned to Traffic & Transportation:**

- Supervise the installation, maintenance, and fabrication of traffic control devices within their section of the Traffic Operations Division (traffic sign fabrication, traffic signs, guardrail, and traffic pavement markings).
- Erect appropriate work zone barricades to assure safety of assigned section.
- Remove visual obstructions around traffic control devices; and, supervise the installation of work zone traffic control devices to safely do assignments; Review work zone traffic control for other departments, and contractors.
- Supervise in the removal of visual obstructions that are blocking the view of traffic control devices.
- Supervise the installation of work zone traffic control devices to safely do assignments.
- Review the Collection and installation of data for the traffic sign, sign reflectivity, and pavement markings inventory on ARC GIS map.

**OTHER DUTIES AND RESPONSIBILITIES**

**If Assigned to Parks & Recreation Department:**

- Clean grounds and removes litter.
- Maintain cleanliness of parking area and pavement around City property.

**If Assigned to Traffic & Transportation:**

- Lead in the layout, and installation of traffic control devices for special events.
- Assist supervisor in purchasing materials for work units, either with p-cards, annual contracts or three bid process; also, with the writing and reviewing of materials, and equipment specifications for the bid process.

**SUPERVISORY RESPONSIBILITIES**

Organizational Supervision- Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4-14 employees.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

City issued P-card

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High School Diploma or GED

### **EXPERIENCE**

- Minimum of two (2) years of experience required.
- *If Assigned to Traffic & Transportation:* At least two (2) years of lead experience in the installation and maintenance of traffic control devices, and Work zone traffic control.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Certain assignments require additional certifications.

*If Assigned to Traffic & Transportation:*

- Valid Texas Commercial Driver's License Class B
- Technical certification in Work Zone Traffic Control.
- Forklift Training
- Roadway Worker Protection Certification
- Smith Driving School.

### **KNOWLEDGE OF**

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Office / Industry Software: Current word processing, presentation, spreadsheet, and database programs used by the City, as well as geographic database software; particularly, this includes Word and Excel.

*If Assigned to Traffic and Transportation:*

- Traffic Safety: Basic traffic safety laws.
- Knowledge of the Texas Manual on Uniform Traffic Control Devices.
- Industry Software: Citrix, city works, and Arc GIS (Geographic Information Systems) software.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Planning: Sensing the environment and setting goals and objectives.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment and Decision-making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to signals (sound, light, picture, and so on).

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

**Note:** At assigned department's prerogative, instructions may be more specific, and issues outside of specific instructions and procedures may be referred to supervisor or more senior position as required.

## **OUTSIDE CONTACTS**

This employee interacts with residents, businesses/vendors, visitors; and, police, fire, other city departments.

## **EQUIPMENT AND PROPERTY**

Various powered tools, hand tools, test equipment, gauges, etc. and automobile. Also, cellular phone, computer, Office workstation and operates City vehicles.

*If Assigned to Traffic & Transportation:* Hydraulic tools, hand tools, shovel, post hole digger, chain saw, pole saw, string line trimmer, hedge trimmer, paint truck, small paint striper, thermoplastic machine, MM machine, surface grinder, button machine, cutting torch, and wire feed welder.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or smell. S/he frequently is required to balance, carry, drive a vehicle, sit, smell, stoop, talk, stand, and/or walk. Occasionally, s/he is required to climb, kneel, lift up to 100 pounds, pull, and/or push. In rare instances, the employee is required to crawl or run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to a dirty environment, blood-borne pathogens, extreme vibrations, confining work space, electrical hazards, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, traffic hazards, and/or moving mechanical parts. Occasionally, s/he may also be exposed to high and precarious workplaces. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.