

Specification for Class

TRAFFIC SYSTEMS OPERATIONS SPECIALIST SUPERVISOR
Abolished Effective June 1, 2005

Definition: In a Department of Transportation traffic management center, performs administrative and supervisory duties over the operation of a communication center and, where present, the monitoring of environmental system controls for enclosed roadway sections. Responsible for developing and initiating operation procedures and policies, administering the unit's budget, procuring equipment and supplies, and for writing and/or approving training plans.

Typical Work

Supervises and manages the operation of the traffic communications center and the monitoring and control stations for enclosed roadway sections;

Provides direction and guidance to operational personnel on all shifts; responsible for initial and continuous training of radio and tunnel operations personnel;

Maintains appropriate performance records and documentation for the evaluation, training and counseling of all radio and tunnel operations personnel;

Provides liaison with region and headquarters personnel and with other applicable public agencies;

Maintains uniformity and compliance with standard operating procedures to promote economical and effective use of personnel, equipment, and facilities;

Prepares schedules assigning employees to proper shift, adjusting shifts as necessary to ensure proper staffing; monitors and approves leave;

Evaluates or assists in the evaluation of new or modified equipment; may assist with the development of specifications for the acquisition of new equipment;

Responsible for maintaining, publishing and distributing necessary directories and other publications and reports;

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Attends staff meetings as the representative for the radio and tunnel operations;

Conducts investigations of complaints concerning the operation of the facilities;

Operates all the communications equipment in the traffic center;

Operates all the systems control equipment in the TSMC and on-site locations for the enclosed roadway systems;

Assists the engineering staff with incident response activities; performs the duties of superior as required;

Serves as project manager for WSDOT's mountain pass report system; oversees the WSDOT's Mountain Pass Internet Web Page.

Conducts interviews of new applicants

Performs other work as assigned.

Minimum Qualifications:

Three years of experience as a Traffic Systems Operations Specialist or equivalent.

NOTE: If positions are co-located with the Washington State Patrol Communications Centers, uniforms may be required, and background checks WILL be required.

New class: 4-15-94

Revised definition and minimum qualifications, title change (formerly Traffic Systems Specialist 3), general revision: 11-09-01