



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 544.4

Job Title: **TRAFFIC INVESTIGATOR SUPERVISOR**

Pay Grade: 17

GENERAL SUMMARY:

Supervises the investigation and observation of traffic conditions to install/remove traffic signs and devices to ensure safe vehicular and pedestrian movement.

RESPONSIBILITIES:

- Organizes and assigns the work of traffic investigators; monitors work in progress and conducts employee performance evaluations.
- Trains and monitors traffic investigators in proper operational methods, policies, procedures, and use of equipment.
- Ensures employees have adequate works supplies and properly functioning equipment. Oversees preventive maintenance of assigned vehicles, equipment, and tools.
- Addresses and resolves staff, equipment, and operating problems/concerns.
- Recommends changes to operational policies and procedures to improve efficiencies and operations.
- Prepares and reviews daily management and production reports, charts and graphs.
- Plans and conducts staff meeting, which includes apprising staff of relevant occurrences and policy/procedure changes.
- May perform daily tasks of investigators as needed. May perform other duties as assigned.
- Observes and understands all safety regulations and communicates same to investigators to ensure compliance.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

Four years of experience in traffic and street utilization investigations are required.

An Associate's degree in Drafting, Construction Management or a field related to the work being performed may substitute for two year of the education requirement. A Bachelor's degree in a field related to the work being performed may substitute for the education and experience requirements.

LICENSE:

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Traffic Investigator
Senior Traffic Investigator
Traffic Investigator Supervisor

Effective: November 2024