



CLASS TITLE | TRAFFIC OPERATIONS SUPERINTENDENT

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Effective Date: 11/19/2025

CLASS CODE: 3033

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for managerial administrative and supervisory work in directing the construction, maintenance, and repair of City traffic systems and infrastructure including traffic signals, school flashers, highway lighting, traffic signs, pavement markings, guardrail, crash attenuators; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, coordinates, assigns, supervises, and reviews the work of subordinate supervisors and their assigned crews performing repair and maintenance tasks on City traffic control devices and appurtenances
- Assigns and coordinates scheduled repair and maintenance projects
- Monitors progress of large-scale projects and inspects work in progress, then evaluates completed work to assure compliance with established standards
- Computes labor and material estimates
- Reviews and manages incoming work requests and projects, including establishing priorities for completion, assigning work as needed, maintaining records of requests and projects, and producing reports for management
- Promotes and monitors safety and training programs including monitoring of subordinate worker productivity and plans for increased efficiency
- Assists in setting priorities for capital equipment requests and budget preparation, along with tracking division materials and supplies to ensure critical materials are kept on hand
- Works closely and coordinates with Traffic Engineering and ITS sections and assists with cost estimates and development of specification and standards, as needed
- Coordinates purchase requisition and payroll record keeping activities
- Reviews incident, injury, and accident reports and legal claims and investigates when appropriate
- Conducts and/or attends various meetings
- Coordinates with other City departments on related projects
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university in coursework related to the requirements of this job description; **and,**



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- (b) Five (5) years' of experience relevant to the essential tasks listed in this job description; **including,**
- (c) Four (4) years' of lead or supervisory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods, materials, practices, and techniques involved in the construction, maintenance, and repair of traffic systems and infrastructure
- Considerable knowledge of the methods of the operation and general maintenance of a variety of construction heavy equipment, machinery, and vehicles
- Good knowledge of engineering plans and specifications
- Good knowledge of work hazards and effective safety practices

Ability to:

- Compile data and prepare written reports
- Present effective verbal reports and recommendations
- Plan and organize effectively
- Utilize the highest level of interpersonal skill to understand, select, develop, and motivate people at any level within or outside the organization
- Exercise good judgment, think critically, apply logic, and respond quickly and accurately

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key calculator and telephone; lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits

EEO Code: N-01

Group: Clerical and Administrative

Series: General Administrative