

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004018
Grade 23**

SHIFT SUPERVISOR, TRANSPORTATION MANAGEMENT CENTER

DEFINITION OF CLASS:

This is skilled technical and first level supervisory work involving the Countywide transportation management program, to include the management of all operational, technical and administrative aspects of the Transportation Management Center (TMC) which controls the County's computerized traffic signal system and monitors and provides real time public information concerning traffic conditions on County roadways. Contacts include engineers, attorneys, contractors, consultants, County, State, Regional and Federal officials, and public safety representatives to exchange information, plan and coordinate operational matters, resolve problems and provide advice/guidance on policies and necessary actions. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class is responsible for monitoring, evaluating, tracking, analyzing and controlling the daily flow of traffic on County roadways by managing the operation of the County's Advanced Transportation Management System (ATMS) which consists of standard and automated information and communication traffic controlling and monitoring technologies and devices to include traffic signals, airplane surveillance, cameras and on-site observation. The employee proceeds independently with full technical responsibility for daily operational strategies and decisions, resolving problems, coordinating work with others and interpreting policy within the parameters of established goals and principles. Work is reviewed for effectiveness in accomplishing broad goals of safe and efficient traffic flow. Guidelines are available in the form of broad industry standards, administrative policies, County, Federal and State laws, regulations, and standards. The employee regularly encounters unusual and non-standard situations (i.e., travel delays, traffic incidents) which require the application of ingenuity and independent judgment to modify and adapt standard technical procedures and practices. The complexity of the work is marked by the technical knowledge required of the employee to: manage, operate, troubleshoot and oversee the daily operation as well as recurring enhancements/expansion of the sophisticated computer and communication technologies of the ATMS; manage and quickly mitigate diverse and unpredictable transportation impacts resulting from incidents; coordinate and mitigate transportation impacts of special events. Impact of the work is significant in that the employee is responsible for directing the work activities of the unit and proper operation of the system that controls the flow of traffic Countywide, and for managing that activity in such a way as to minimize travel times and delays and maximize safety for both pedestrian and vehicular traffic. Work environment involves occasional work outside when conducting field investigations and occasional risks when working within close proximity to operating equipment or moving highway traffic. The employee in this class exerts ordinary physical effort in carrying out assigned duties. First-line supervision is exercised over a staff of technicians engaged in paraprofessional traffic engineering work.

EXAMPLES OF DUTIES: (Illustrative Only)

- Supervises day to day operations of the Transportation Management Center (TMC), including

supervision of technical staff, assisting with the preparation of budget documents, management of IT support contracts, and technical input on expansion/enhancement of ATMS.

- Supervises and sets priorities for TMC staff, including direct training or arranging training by others.
- Oversees the monitoring of traffic conditions on the County's transportation system, including supervising the aerial surveillance program.
- Manages the operation and control of the County's computerized signal system, including developing and implementing strategies for traffic flow on the County's transportation system.
- Oversees the dissemination of real time public information regarding the state and conditions of the County's transportation system.
- Participates in the development and implementation of incident management strategies, plans, goals, objectives and criteria to assess the performance of the incident management program.
- Serves as communication liaison during incidents and special events; coordinates the activities and participation of incident management responders.
- Participates in the planning, development and implementation of the ATMS to maximize its ability to support the overall transportation management program.
- Develops and manages contracts associated with the development, implementation, operation and maintenance of the ATMS.
- Coordinates transportation management and operations with others in the County, State and Region to foster communication and cooperation among agencies that respond to and support incidents, special events and daily operations.
- Coordinates the ATMS and transportation program management activities with Emergency Management and road/highway constructions.
- Coordinates with the media for the use of video surveillance systems and other related communications systems.
- Promotes and responds to inquiries regarding the County's ATMS and transportation management program to the public, media, and public officials.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of traffic/transportation engineering principles and practices for the purpose of administering a transportation management program and developing engineering based solutions to transportation problems.
- Thorough knowledge of County, State and Federal laws, regulations, standards, specifications, rulemaking processes and guidelines pertaining to traffic control and transportation operations for the purpose of administering a transportation management program.
- Thorough knowledge of incident management practices for the purpose of maintaining efficient traffic flow in a real time environment.
- Considerable knowledge of program, project and financial management practices for the purpose of managing the County's transportation management program.
- Basic understanding of systems engineering principles for the purpose of participating in the planning, design, deployment and operation of transportation management subsystems and devices.
- General knowledge of federal guidance and legislation pertaining to the development of Intelligent Transportation System (ITS) based systems (i.e., ITS National Architecture, standards, Transportation Equity Act for the 21st Century, etc.) for the purpose of developing and operating the County's ATMS.
- Knowledge of general principles of procurement and contract management.
- Ability to work with cutting edge technologies and information systems.

- Ability to initiate and maintain interactions with federal, state and County officials, as well as private entities to coordinate activities that affect the transportation system.
- Ability to independently make decisions and recommendations.
- Ability to communicate effectively both orally and in writing.
- Ability to deal tactfully, effectively and equitably with people.
- Ability to attend meetings and/or perform assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Seven (7) years of experience in the field of transportation performing work related to technical engineering, three (3) years of which must have been in the areas of traffic signal design, construction, and maintenance of operations.

Education: Possession of an Associate of Arts Degree from an accredited college or university in an applicable technical field (i.e., engineering, computer information systems).

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam with a Drug/Alcohol Screen.

Class Established: February, 2002

Revised: July, 2007

August, 2013