



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 8050

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**HIGHWAY TRAFFIC CONTROL SUPERVISOR**

GRADE J

**SCOPE OF WORK:**

Individuals in this class are responsible for overseeing the installation and maintenance of highway signs, guardrails, traffic markings, delineators, signals, lighting systems, and other traffic control devices. Individuals must have a thorough understanding of the Manual of Traffic Control Devices (MTCDD) and the performance of guardrail systems in order to carry out the assigned duties.

**DUTIES PERFORMED:**

- Supervises, evaluates, and coordinates the work of the assigned staff.
- Completes various required records and reports.
- Monitors and maintains inventories; orders and distributes parts and supply items used in the installation and repair of traffic signs, signals, markers, delineators, and lighting systems.
- Supervises and participates in the installation and maintenance of highway signs, signals, guardrails, striping applications, traffic markings, and delineators.
- Ensures that all work is completed in accordance with state and federal standards.
- May assist in snow removal activities.
- Communicates with officials from cities, counties, utility companies, etc.
- Generally determines the priorities of work assignments.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**MINIMUM QUALIFICATIONS:**

Requires high school diploma or GED and five years of experience in the repair and installation of traffic control devices. Must possess a valid Class B driver's license, non-air brake restricted.

Eff. Date: 10/74 – Sign Shop Foreman  
Rev: 09/78 – Rewritten, duties changed.  
Rev: 12/90 – Changed minimum qualifications  
Rev: 04/92 – Title change  
Rev: 03/98 – Rewritten in current format  
Rev: 07/12 – Conversion to Hay System