

NEW:
05/29/2024

Submitted:
05/28/2024

JOB TITLE:	ASSISTANT COORDINATOR TRAFFIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Assist the Coordinator Traffic by working with schools, facilities, municipalities, class cities, city officials, neighborhood associations and community stakeholders to develop safe and efficient traffic patterns surrounding JCPS properties

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists with site plan assessments and production of site maps
- Work with Coordinator Traffic on evaluation and selection of site traffic plan
- Collaborate with schools and facilities on traffic flow as directed
- Reviews and makes referrals for warehouse products for District traffic use
- Supports Coordinator Traffic with delivering training for staff with newly selected traffic plans
- Follows PPE and safety requirements
- Collaborates with Maintenance and Facilities Planning to ensure compliance with MUTCD
- Assists Coordinator Traffic with revising and updating existing traffic plans
- Conducts onsite traffic evaluations as directed
- Works with community organizations (Safe kids, Safe routes to school) as directed
- Maintains established relationships with key stakeholders (schools, facilities, municipalities, class cities, city officials, neighborhood and associations) as directed
- Assists other JCPS Departments, Principals, Directors and employees as needed
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various assigned JCPS worksites

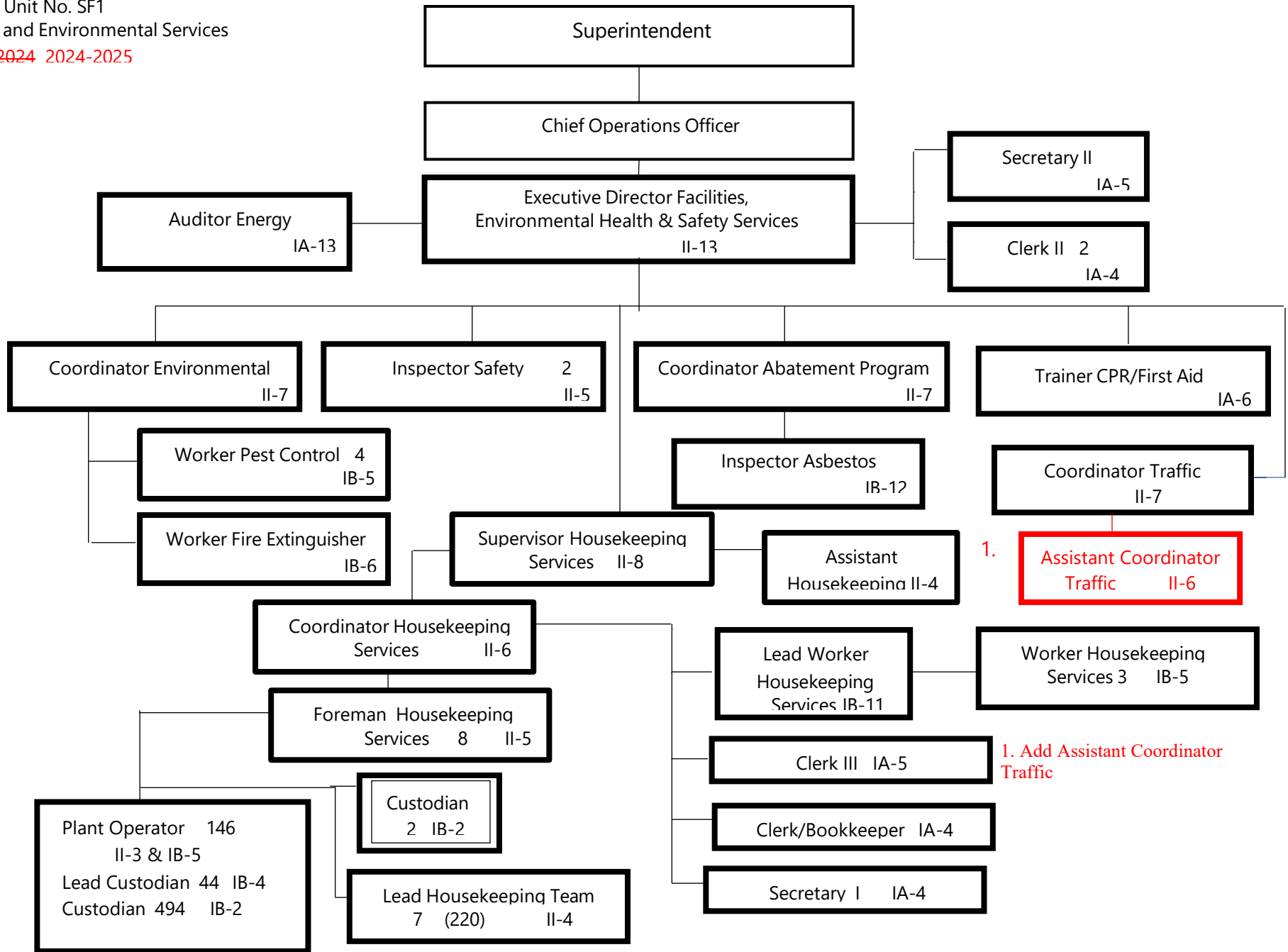
PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

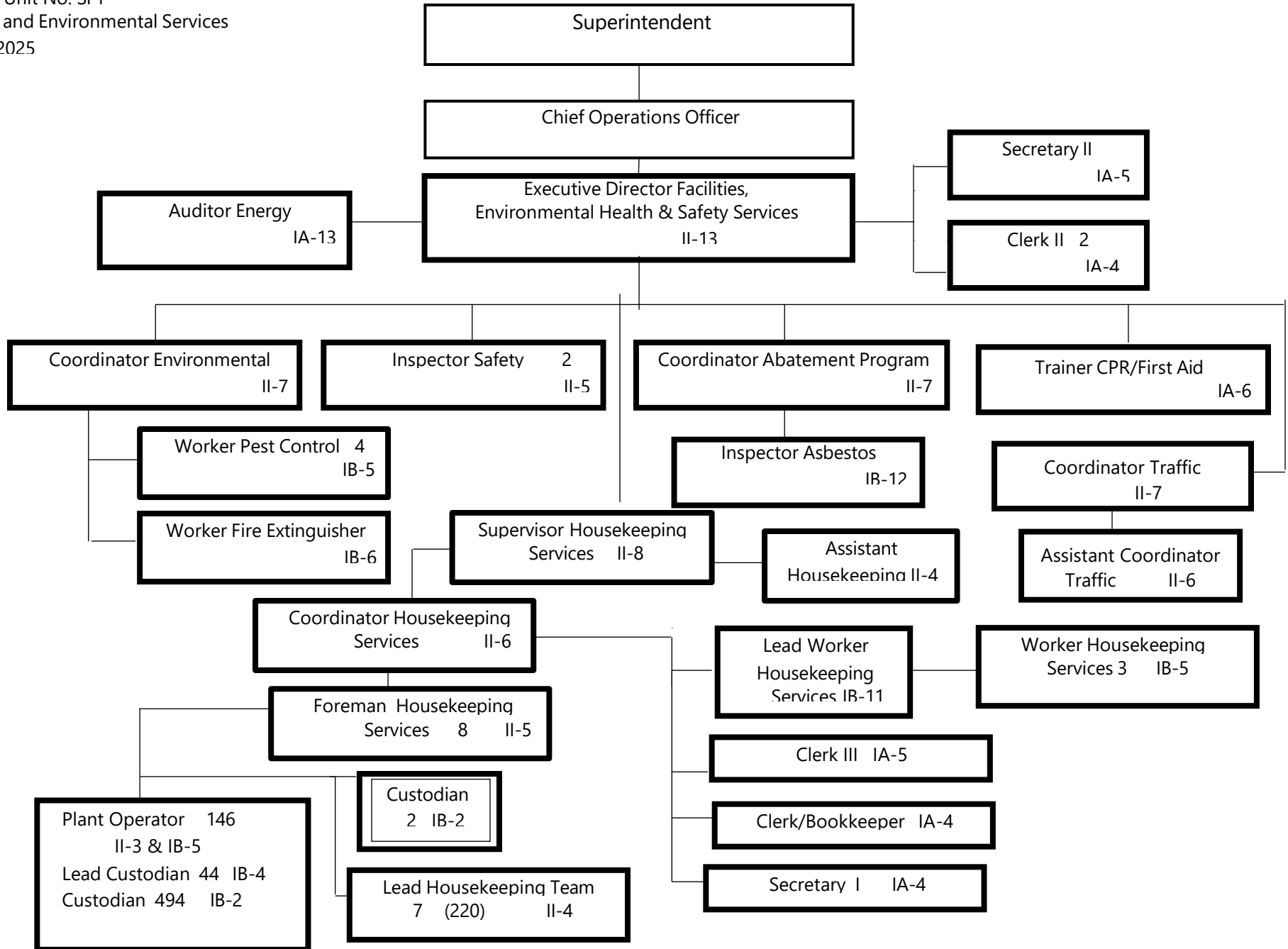
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., and pushing up to 20 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Ability to read and interpret traffic plans, mechanical drawings, maps, blueprints, and traffic data
Strong organizational skills
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
MUTCD Certification
Drone operator license
Experience in a diverse workplace



Summary:
 General Fund Positions: ~~725~~ 727
 Categorical Fund Positions: 2



Summary:
 General Fund Positions: 727
 Categorical Fund Positions: 2