



REVISED: Submitted:
05/08/2024 05/07/2024

JOB TITLE:	COORDINATOR TRAFFIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Assist the district 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

Assess site plans and produce renderings of site maps

Work with administration on evaluation and selection of site traffic plan

Collaborate with schools and facilities on traffic flow

Reviews and approves warehouse products for District traffic use

Develops and delivers training for staff with newly selected traffic plans

Enforces PPE and safety requirements

Collaborates with Maintenance and Facilities Planning to ensure compliance with MUTCD

Revises and updates existing traffic plans

Conducts onsite traffic evaluations

Works with community organizations (Safe kids, Safe routes to school)

Develops and Manages relationships with key stakeholders (schools, facilities, municipalities, class cities, city officials, neighborhood and associations)

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

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