

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SPECIAL EVENT TRAFFIC CONTROL SUPERVISOR - 1933**

**DEFINITION:**

Under general supervision, to direct the work of the Special Event Traffic Control Section engaged in directing and channeling vehicular and pedestrian traffic at special events; to assist in planning special event traffic control measures; to supervise subordinate traffic controllers; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Develops master work schedules for events to ensure adequate staffing at events;
- Provides information and responds to complaints from the public;
- Participates in special events planning and coordination meetings;
- Develops, schedules, and/or conducts training for subordinate personnel;
- Prepares traffic control activity reports;
- Interviews and selects new employees;
- Assigns, trains, and evaluates the work performance of subordinates;
- Prepares master work schedules, cost recovery event billing statements, and various other reports;
- Reviews subordinates' timecards and other payroll-related documents;
- Orders, inventories, and maintains equipment;
- May issue citations to illegally parked vehicles;
- May direct traffic at special events.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience directing and channeling traffic at special events or enforcing parking control regulations; **OR** 1800 hours of experience as a Special Event Traffic Controller I or Special Event Traffic Controller II with the City of San Diego. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**