



Appendix F

Traffic Control Supervisor Roles and Responsibilities

City of Bellevue

Traffic Control Supervisor (TCS) Responsibilities

Updated: October 17, 2023

The duties and responsibilities outlined below are essential functions of the TCS. Any additional tasks assigned to the TCS by his/her employer and/or performed by the TCS shall NOT conflict with (nor take precedent over) the duties and responsibilities below:

- Possess on his/her person a current WA State TCS card and a WA State Flagger card.
- Act as an authorized representative of the permit holder and have due authority over all on-site employees, contractors, and sub-contractors performing or affecting temporary traffic control (TTC) activities in (or affecting) the public right of way associated with the permitted project.
- Ensure the requirements of WSDOT Standard Specification 1-10.2(1)B "Traffic Control Supervisor" are met for the permitted project.
- Be on-site when flagging or other TTC is being utilized and when work is performed, including deliveries and set-up/takedown of TTC devices.
 - If crews are working multiple shifts during each workday, multiple TCS's may be required.
 - Upon inspector's approval, "on-site" may be modified to mean within a five-minute walkable distance of the physical construction site or work zone.
- At any given time, serve as the TCS for the permitted project only, not multiple projects.
 - If the permitted project includes multiple sites or encompasses a large geographic area, depending on the nature of the work, multiple TCS's may be required.
- Be the point of contact (relative to TTC in or affecting the public right of way) for all City inspection staff, engineers, and TTC personnel, including uniformed police officers (UPO's).
- Provide 24-hour contact information (cell and email) to ROW office, inspector, and Police Traffic Division, and be available to take/return calls within 20 minutes.
- Possess means of direct communication with each site supervisor during all work hours.
- Have access to a properly equipped vehicle for driving the TTC set up to assure clear direction to motorists and to perform monitoring and maintenance of the traffic control devices.
- Develop and implement temporary traffic control plans (TCP's) addressing all travel modes and ADA.
 - All TCP's shall be reviewed and approved via the permitting process prior to implementation (unless other arrangements have been made in writing with the inspector).
- Coordinate TTC with other construction sites in the area to reduce congestion, ensure contiguous pedestrian paths, and promote coordination and safety.
- Communicate approved TCP to all site workers responsible for TTC, including emergency vehicle response procedures and ANY changes to traffic control.
- Control site access points and all ingress and egress, including vehicle and equipment staging.
- Monitor and ensure appropriate utilization of all approved off-site staging areas.
- Implement and communicate changes to TTC setup to mitigate changing roadway/traffic conditions.
- Provide written documentation of any changes to the TTC to assigned inspector within 24 hours of implementation.
- Ensure adherence to permitted work schedule.
- Ensure all contractor or sub-contractor staff involved in the direction of traffic movement are certified under State requirements.
- Ensure the removal of all temporary traffic control signs and/or devices when TTC is not in effect.
- Ensure adherence to all conditions of the Right of Way Use permit related to TTC.