

D. Traffic Control Supervisor Roles and Responsibilities

Updated August 2015

Roles

- Act as an authorized representative of the permit holder with the sole job responsibility of Traffic Control Supervisor (TCS). The TCS will have due authority over all on-site employees, contractors and sub-contractors performing activities in the public right of way associated with this permitted project.
- TCS to be on site during all hours of work where temporary traffic control is being utilized to direct traffic and/or when deliveries are being made to/from the job site. If multiple shifts are being worked, it may be necessary to have a second TCS cover the additional shifts.
- Act as point of contact for all inspectors on all job sites associated with this permit for traffic/pedestrian control and hours of use of the right of way.
- Must have a current Washington State Traffic Control Supervisor certification and a Washington State Flagger certification.
- Must provide 24-hour contact number and be available to take/return calls within 20 minute period. Number must be provided to the Right of Way Use Office and will be distributed to all inspectors, Right of Way staff, and Police Traffic Division.
- Must have means of direct communications to each site supervisor during all work hours.
- Must have a vehicle at their disposal at all times for the purpose of driving the temporary traffic control set up to assure clear direction to motorists and to perform monitoring and maintenance of the traffic control devices. Vehicle must be appropriately equipped with warning lights and flashers.

Responsibilities

- Development of temporary traffic and pedestrian control plans. Temporary Traffic Control Plans must address all aspects of the transportation system including pedestrian facilities. Plans must illustrate ADA compliance with all affected pedestrian facilities.
- Implementation of approved traffic control plans.
- Coordinate temporary traffic control with other construction sites in the area to assure traffic/pedestrian safety and traffic flow.
- Communication of Traffic Control Plan to all site workers responsible for traffic control including emergency vehicle response procedures and ANY changes to controls based upon traffic flow, channelization, pedestrian needs or other conditions.
- Control site access points and all ingress and egress to and from the site including vehicle and equipment staging. Monitor and ensure appropriate utilization of all approved off-site staging areas.
- Implement and communicate changes to temporary traffic control set up to mitigate changing roadway/traffic conditions. Provide written communication documenting any changes in the temporary traffic control plan to the City of Bellevue Inspector within one day of implementation of change.
- Ensure adherence to work schedule per site including any “in-field” requirements imposed by City staff.
- Verify that any 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 temporary traffic control is not in effect.
- Adherence to all conditions of the Right of Way Use permit.