* 1. **Traffic Control Management.**

The Contractor shall designate an individual, other than the superintendent, to be the Traffic Control Supervisor (TCS). The Traffic Control Supervisor shall be certified as a worksite traffic supervisor by an authorized entity and shall have a current flagger certification from an authorized entity. A copy of the Traffic Control Supervisor's certifications shall be provided to the Engineer at the Pre-construction Conference and shall be available at all times on the worksite.

The Contractor’s Superintendent, and all others serving in a similar supervisory capacity, shall have completed an approved Traffic Control Supervisor training as offered by the authorized entities. The certifications of completion or certifications of achievement for all appropriate staff shall be submitted to the Engineer at the Pre-construction Conference.

The Traffic Control Supervisor’s duties shall include:

1. Preparing, revising, and implementing each required Method of Handling Traffic in accordance with the Traffic Control Plan.
2. Directly supervising project flaggers.
3. Coordinating all traffic control operations, including those of subcontractors and suppliers.
4. Coordinating project activities with appropriate police and fire control agencies.
5. Preparing a traffic control diary on every calendar day traffic control devices are in use. This diary shall be submitted to the Engineer daily and become a part of the Department's project records. The diary shall include the following information as a minimum:
   * 1. Date
     2. For Traffic Control Inspection, the time of the inspection
     3. Project number
     4. Traffic Control Supervisor’s name
     5. Description of traffic control operations (lane closures, shoulder closures, pilot car operations, detours, etc.) including location, setup and takedown time, and approved Method of Handling Traffic (MHT) number
     6. Types and quantities of traffic control devices used in accordance with the approved MHT,
     7. List of flaggers and Uniformed Traffic Control (UTC) used, including start time, stop time, and number of flagging hours and UTC hours used,
     8. Traffic control problems (traffic accidents; damaged, missing or dirty devices, etc.) and corrective action taken
6. Inspecting traffic control devices on every calendar day that traffic control devices are in use, masked, or turned away from traffic. These inspections shall include at least one (1) night inspection per week. The TCS or another representative who is certified as a work site traffic supervisor shall perform these inspections.
7. Ensuring that traffic control devices are functioning as required.
8. Overseeing all requirements covered by the Contract which contribute to the convenience, safety and orderly movement of traffic. Have an up-to-date copy of the MUTCD and applicable standards and specifications available at all times on the project.
9. Attending all project scheduling meetings.
10. Supervising the cleaning and maintenance of all traffic control devices.

A certified worksite traffic supervisor shall be responsible for Traffic Control Management (TCM) on a 24-hour-per-day basis. The TCS shall be on the work site at all times when Traffic Control Management (TCM) is performed and shall be on call at all times. Upon request of the Engineer, the TCS may be required to be on the project site at times other than normal working hours. During non-work periods, the TCS shall respond to the job site within 45 minutes. The TCS may appoint a qualified representative to serve as the TCS for periods of time as approved by the Engineer. The qualified representative shall be certified as a TCS, and shall assume all duties and responsibilities of the TCS. The Contractor shall maintain a 24-hour telephone number at which the TCS can be contacted. The TCS shall not act as a flagger except in an emergency or in relief for short periods of no more than 15 minutes over a 60-minute period.