

**HIGHWAY SUPPLY, LLC**  
**JOB DESCRIPTION**

**POSITION TITLE:** Traffic Control Film Locations Manager

**DEPARTMENT:** Traffic Control

**REPORTS DIRECTLY TO:** Traffic Control Division Manager

**POSITION CLASSIFICATION:** Hourly, Permanent, Full-Time

**SUPERVISORY RESPONSIBILITIES:** Supervision of additional TC support when required.

**POSTING AVAILABE: 8/19/2020 THRU 8/28/2020 CLOSE OF BUSINESS**

**PLEASE SUBMIT RESUMES TO [HR@HIGHWAYSUPPLY.NET](mailto:HR@HIGHWAYSUPPLY.NET)**

**PRIMARY FUNCTIONS:**

This position is responsible for business development with the NM Film Industry and managing the daily operations of the TC Division's Film locations Traffic Control needs along with Customer Service.

**Daily Responsibilities:**

- Serves as 24 Hour Primary Single Point of Contact, communicating directly with Film Location Managers, Unit Production Managers, Line Producers and the Film Offices.
- Works directly with Film Industry to help them set up accounts with our accounting division.
- Attends all pre movie permitting, planning meetings and industry conferences at NM Film and City of Albuquerque Film Offices as necessary.
- Coordinates the drafting and submitting of required traffic control plans. Coordinates with dispatch operations with the prescheduling all deliveries and pick-ups.
- Responsible for setting up the traffic control per the approved traffic control plan with other TC labor assist when needed.
- Inspects all traffic control set-ups to ensure they are set-up per plan and accomplished within required time frames.
- Responsible for maintaining a separate inventory of traffic control devices and signs, dedicated for the Film Industry.
- Continuous cultivating relationships with Location Managers, Unit Production Managers, Line Producers and Film Offices.
- Meets with Film Offices on a regular basis to gain information of new and upcoming productions and films.
- Works with dispatch operations directly to run weekly and monthly invoicing for on-going and closed film productions. Is responsible for delivery of all invoices directly to the Film Location Managers.
- Other duties as needed.

**QUALIFICATIONS & REQUIREMENTS:**

**Education/Certification:** High School Diploma or GED, TCS Certification

**Skills/Qualifications:** Attention to Detail, Thoroughness, General Math Skills, Verbal Communication, Organization, Analyzing Information, Data Entry Skills, Exceptional Customer Service, Ability to Multi-task in a Fast-Paced Environment.

**Experience:** This position requires a minimum of 2 years of Traffic Control experience AND/OR TCS Certification, and basic Microsoft Office skills.

**Equipment Used:** Computer, standard office equipment, Truck / Barricade Truck(s), Traffic Control Devices.

**Working Conditions/Environment:** Combination of field and office work; driving, sitting, repetitive motion, fast paced.