

# **Work Zone Specialist Expectations – MoDOT Staff/Field Operations**

## **PURPOSE STATEMENT**

To ensure the proper work zone elements are utilized before, during, and after operational activities, a Work Zone Specialist (WZS) will be identified and present for the duration of the work zone activity.

## **DEFINITIONS**

1. Work Zone – According to the 2009 MUTCD, a work zone is an area of a highway with construction, maintenance, or utility work activities, typically marked by signs, channelizing devices, barriers, pavement marking, and/or work vehicles. It extends from the first warning sign or high-intensity rotating, flashing, oscillating, or strobe lights on a vehicle to the END ROAD WORK sign or last temporary traffic control device.
2. Work Zone Specialist (WZS) – this is a role, not a position, assigned to a person who will be present at the work zone location. This role should be filled by a maintenance crew leader, assistant maintenance supervisor, or maintenance supervisor. This role may be filled by a senior maintenance worker with the proper training (see below). There may be unique situations where this role is filled by another title provided the person has the proper training (see below).

## **RESPONSIBILITIES OF THE WORK ZONE SPECIALIST**

1. Primary responsibility: Oversee the planning of work zone operational activities, select the correct Typical Application (TA), perform inspection of work zone device quality (proper reflective sheeting, etc.), determine how the work zone will be setup and taken down, identify equipment to be used and staging location, and actively participates in the risk-based assessment (RBA). The WZS will ensure this information is communicated with co-workers at the morning/pre-job meeting and updated until the operational activities are complete. All observations, near misses, and close calls should be reported and a post-job meeting or debrief may be conducted to review the work zone activities of the day.
2. The individual performing the role of Work Zone Specialist may assist with operational activities provided it does not interfere with their primary responsibilities identified above. It is imperative the WZS is able to maintain situational awareness of the traffic control, work zone, and communication with on-site co-workers
3. The Work Zone Specialist will have the proper training (listed below) and knowledge of applicable standards, specifications, guidelines, plans reading and interpretation, and authoritative capacity to make decisions related to the work zone.
4. The Work Zone Specialist will:
  - Ensure the work zone is correct for the operational activities and location of work
  - CMS, DMS boards are utilized appropriately
  - Ensure the work zone is maintained throughout the entirety of the operation
  - Ensure flaggers are trained and certified
  - Ensure flaggers and pilot car drivers are rotated regularly

## **Work Zone Specialist Expectations – MoDOT Staff/Field Operations (cont'd)**

- Coordinate with District personnel for law enforcement needs
  - Conduct work zone inspections, documenting TA used, personnel on site/duties, and correcting deficiencies as needed
  - Make work zone adjustments to minimize queues
  - Oversees equipment staging
  - Documents work zone incidents, near misses, and close calls
5. Required training for the role of WZS (in MoDOTU):
- Flagger training – Course number 24503
  - Advanced Work Zone – Course number 24509