



Office of Human Resources
Traffic Signal Technician Supervisor - CJ2611
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General Statement of Duties

Supervises the installation and maintenance of traffic signal systems and directs the work of Traffic Signal Technicians and other assigned workers.

Distinguishing Characteristics

An employee in this class supervises technicians and performs skilled shop and field tasks in assembling, installing, servicing, testing, repairing and adjusting electrical, electronic and mechanical components of traffic signals and related traffic control devices. The supervision over the work of technicians distinguishes this class from Traffic Signal Technician 3.

Level of Supervision Exercised

Supervises three or more employees who do not supervise.

Essential Duties

Plan, schedule, coordinate and assign work and training goals for employees.

Troubleshoots traffic signal system malfunctions and performs maintenance and repair.

Updates methods and procedures as technologies change and develops and implements methods and procedures of construction and repair for new equipment.

Implements safety standards and develops procedures and trains employees to ensure compliance.

Maintains an inventory of parts, equipment, and materials and coordinates equipment repair utilized in the construction and repair of traffic signal systems.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Initiates and recommends disciplinary action for employees as necessary.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff development and flexibility.

Documents all work performed, employee time and leave, parts and material inventory and orders, provides cost information to management on special jobs.

Provides input into the development of departmental budgets.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of electronics sufficient to be able to understand the functional and operational elements of traffic signal and related equipment.

Knowledge of theory, accepted practices and installation methods of 120/240 volt power systems.

Skill in using electrical and electronic test equipment.

Skill in using hand tools and power tools common to the electrical and electronics trades.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience installing, troubleshooting and repairing complex traffic signal and traffic monitoring systems including all of the various types of equipment configurations used by the City.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

Possession of IMSA Traffic Signal Level III Certification is required at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Extreme Cold: temperature cold enough to cause marked bodily discomfort.

Extreme Heat: temperature hot enough to cause marked bodily discomfort.

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Humid: conditions with high moisture content to cause bodily reactions.

Noise: sufficient noise to cause distraction or possible hearing loss.

Vibrations: Strain on the body to cause bodily harm is endured daily

Hazards: Conditions where there is danger to life, body and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to hazardous chemicals.

Potential exposure to extremes of heat and cold in all weather conditions.

Potential exposure to hazardous chemicals.

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to toxic chemicals.

Potential exposure to unpleasant elements (accidents, injuries and illness).

Subject to burns and cuts.

Subject to hazards of flammable, explosive gases.

Subject to injury from moving parts of equipment.

Works in precarious or high locations (ladders, scaffolding, etc.)

Subject to many interruptions.

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Subject to long irregular hours.

Handles absentee replacement on short notice.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record
Licenses/Certification

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-810
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: