

## Class Title: Traffic Signal Supervisor

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs maintenance and repair activities of the traffic signal section. Develops and implements budgets. Coordinates skilled electrical and electronic personnel in the installation, maintenance and repair of electrical and electronic equipment. Assists TOC superintendent in operations of the center. Coordinates and interfaces with Smart Traffic Center staff in day-to-day operations and maintenance of the traffic signal system. Works with emergency storm response teams.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs administrative duties by developing and administering budgets, generating reports and performance indicators, scheduling, hiring, developing, evaluating and disciplining personnel, reviewing accidents, performing inspections of facility practices and procedures to ensure conformance with OSHA regulations, and providing employee training.
2	L	Performs technical duties by reviewing work performance by signal team office or field, developing repair techniques and methods, providing technical information and advice, reviewing plans and specifications, inspecting completed work of employees and contractors, and assisting engineering personnel in planning, designing and developing electrical, electronic and communication systems.

**CSC Adopted: October 2006, CSC Revised: \_\_\_\_\_**

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience.
Certifications and Other Requirements	Valid CDL Driver's License, Journeyman Electrician preferred, IMSA Traffic Signal Level III.
Reading	Work requires the ability to read technical manuals, reports, and specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, trigonometry, and algebra.
Writing	Work requires the ability to write various reports and employee evaluations.
Managerial	Managerial responsibilities include planning and scheduling preventive maintenance.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, motorists and sales representatives.

CSC Adopted: October 2006, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Intersections, bucket trucks, lift bucket, ladders, installation, maintenance or repair of equipment, perform testing, filing
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	To/from work site, setting up work zone, to/from truck for equipment or tools
Lifting	F	Tools, equipment, controller, traffic signals, wiring, parts and components, manhole covers, signal cabinets
Carrying	F	Tools, equipment, traffic signals, wiring, parts and components
Pushing/Pulling	R	Cable, poles, signals
Reaching	F	Systems and subsystems into traffic signal, tools, equipment, into cabinets/controllers
Handling	F	Tools, equipment, traffic signals, wiring, parts and components, manhole covers, signal cabinets
Fine Dexterity	F	Computer keyboard, writing, micro-miniature components
Kneeling	O	Working in control cabinet, to reach poles or hand holes
Crouching	O	Working in control cabinet, to reach poles or hand holes
Crawling	O	Working in control cabinet, to reach poles or hand holes
Bending	O	Inspect man holes, repair-maintenance work, climbing ladder
Twisting	O	Working in bucket trucks, in/out of trucks
Climbing	O	Ladder, in/out of trucks
Balancing	F	Ladder, when carrying equipment
Vision	C	Computer, desk work, repair-maintenance of signal cabinets, wiring, operation of equipment and devices, setting up work zone, driving, filing
Hearing	C	Staff, supervisor, citizens, traffic
Talking	F	Staff, supervisor, citizens
Foot Controls	F	Driving, operation of equipment
Other (specify)	N	

CSC Adopted: October 2006, CSC Revised: \_\_\_\_\_

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Bucket truck, auger truck, pick up truck, motor vehicle, front end loader, forklift, various hand tools, computer, laptop computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Windows and Office software, Oracle, AUTOCad, ArcView, Hansen software, BiTrans (Traffic system software), various testing programs and software, Sonet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	W
Electrical Hazards	D	Noise and Vibration	W
Fire Hazards	M	Fumes and Odors	W
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toed shoes, gloves, hard hat, safety vest, safety glasses, rain gear

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)