#### TRAFFIC SIGNAL SYSTEMS SUPERVISOR

## **DEFINITION**

Under supervision, plans, assigns, participates in and supervises the work of subordinate staff engaged in the maintenance and repair of city traffic signal and street lighting systems.

# **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

## **TASKS**

Plans, assigns, participates in and supervises the work of subordinate staff engaged in the maintenance and repair of city traffic signal and street lighting systems; supervises and inspects work activities of outside contractors that install new traffic signal and street lighting systems; designs modifications to the traffic signal and street lighting systems; provides information to traffic engineers for the design of traffic signal and street lighting systems.

Prepares requisitions and recommends selection for purchase of supplies and materials; maintains and monitors inventory of parts, supplies and materials; assists in the preparation of the division budget and staff reports; schedules and prioritizes work for subordinate staff; monitors and reviews progress, efficiency and quality of work activities; evaluates performance of assigned staff; recommends hiring, training and disciplinary action for assigned staff; conducts training/meetings; implements divisional rules, procedures and safety programs.

## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of traffic signal & street lighting maintenance and repair techniques

Knowledgeable of budgeting and purchasing procedures

Knowledgeable of and able to operate computer hardware and software

Skilled in supervising, delegating and evaluating work of subordinate staff

Skilled in prioritizing and scheduling work activities

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to perform essential duties with expertise and professionalism

Ability to effectively communicate verbally and in writing in English

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending and lifting up to 30 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme weather, moving traffic and high voltage.

## **QUALIFICATIONS**

Certification in Traffic Signals Systems from an accredited college or trade school **AND** five (5) years experience in installing, electrical maintenance and repairing streetlights and traffic systems **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License Class B.

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