TRAFFIC SIGNAL SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the activities of staff involved in traffic signal system maintenance, construction, and repair work, and to perform the most complex and highly technical activities of the work unit. To provide assistance and information to the public and to provide technical support to high level engineering staff.

Supervision Received and Exercised:

Receives direction from the Traffic Operations Superintendent or from other supervisory or management staff.

Exercises direct supervision over construction and technical traffic signal staff and other sections as assigned.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of the signal construction and technician section involved in the installation, operation and maintenance of electrical, electronic and digital controlled traffic signal control devices, signal construction, lighting systems, and blue stake coordination, including computerized traffic control systems.

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.

- Provide information and respond to inquiries and complaints from agencies, and the public; serve as liaison to contractors and sub-contractors.

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for expenditures and monitor and control expenditures.

- Investigate complaints and recommend corrective action as necessary to resolve complaints.

- Troubleshoot traffic signal control devices, emergency preemption devices and communication circuits, systems and auxiliary equipment, including emergency fault isolation and repair.

- Perform the most complex and difficult repairs to analog, digital, electronic, electrical, mechanical signal equipment, computerized circuits and microprocessors.

- Determine equipment and material needs; requisition parts and supplies; maintain time, material and equipment use records; maintain equipment and parts inventory.

- Coordinate various signal-related repairs and installations with other City divisions and departments as well as outside agencies and contractors.

- Administer, develop, implement, and document preventative maintenance programs to minimize future problems and to keep the traffic signal system in optimum operating condition.

- Review signal control plans and work orders; suggest revisions as needed. Determine and confirm proper placement of traffic signals; ensure proper location of utilities and other work hazards prior to digging.

- Prepare schedules and determine cost of signal construction projects.

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years experience in the installation, maintenance and repair of electric, electronic and digital signal control devices including data transmission communications, computerized traffic control systems and signal construction is required. One year of supervisory or lead responsibility is required.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in electronics or a related field. An Associate of Arts Degree is highly desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of, or the required to obtain, an Electronic or Electrical Technician Certificate and a Level II International Municipal Signal Association (IMSA) Certification.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 344

FLSA: Non-Exempt