LIGHTING SYSTEMS COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform program management and oversight to the City's street light program and five-year capital improvement program, including management of the street light maintenance contract, plan and lighting design review, construction inspection, capital improvement program development and oversight. The incumbent administers the neighborhood mid-block lighting request program, coordinating with utility companies and engineering staff regarding street light utilities, and ensuring the City's street light system meets roadway lighting standards and requirements. Other duties include maintaining related records; responding to requests, inquiries and complaints; providing lighting system information.

Supervision Received and Exercised:

Receives general supervision from the Traffic Operations Supervisor or from other supervisory or management staff.

May exercise functional and technical supervision over technical staff.

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:

- Establish and administer a citywide program for the update and modernization of the City's lighting system.

- Serve as program administrator over contract employees, consultants, and student assistants related to the comprehensive street light maintenance program, construction of the street light poles, automated work order and tracking program, structural integrity of the poles, and other studies and special projects as necessary.

- Coordinate closely with utility companies to ensure that design work and work order requests have been addressed, documented and scheduled.

- Administer the neighborhood street light request program, including meeting with Tempe residents and overseeing the program's petition process; solve lighting issues in neighborhoods.
- Coordinate special lighting requests with Police and other City departments.

- Review, evaluate and approve all street lighting design and implementation plans for new and existing developments based on good engineering practices; ensure that lighting plans are coordinated in a timely manner.

- Manage the capital improvement budget as it relates to the City's street lighting systems five-year capital improvement and operations program; prepare cost estimates; monitor and control expenditures; submit justifications upon request.

- Respond to inquiries from the general public as it relates to the maintenance and or damage of the City's street lighting system; work with the general public to resolve or minimize street lighting related problems; maintain a service request database of citizen inquiries, requests, complaints and work order/maintenance system.

- Examine accounts and records for proper authorizations; monitor monthly billings for street light power usage; coordinate and authorize payments; review vouchers and statements; resolve discrepancies regarding billing with utility companies.

- Maintain street lighting asset management system; update and produce activity records and statistics, document and produce the GIS mapping system.

- Coordinate the installation and/or maintenance of street lighting systems with field inspectors to ensure work has been done according to specification.

- Coordinate the scheduling of outages; requests for mid-block lights and energy; coordinate with utility companies' requests for energy for traffic signal installations.

- Prepare bi-weekly status reports.

- Establish policies and procedures for the City's street lighting program. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the street lighting program.

- Provide technical assistance to both outside and internal staff.

- Attend both outside and internal meetings in order to provide input and technical assistance regarding the City's street lighting five-year capital improvement program.

- Keep abreast and notify all pertinent parties requiring changes in statutes or regulations relating to the street lighting system program.

- 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:

Four years of experience dealing with engineering practices such as reading and interpreting blue prints, utilizing technical records and statistics, overseeing contractor and development contracts on programs and handling customer assistance. Experience with lighting systems is highly desirable.

Training:

Formal specialized training equivalent to an Associate's Degree with course work in engineering, computer aided design, business or public administration or a related field.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of, or required to obtain, a Roadway Lighting Level I certification from the International Municipal Signal Association (IMSA).

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: 308

FLSA: Non-Exempt