



## Career Service Authority

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# Traffic Signal Technician Supervisor

### GENERAL STATEMENT OF CLASS 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.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***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 the performance evaluation program for employees reporting directly to this position, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees' performance.

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.

Performs other related duties as assigned or requested.

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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.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Leadership** – Initiates and sustains action to accomplish the goals of a functional and/or operational area by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

**Problem Solving** – Uses logic to identify and solve problems for the assigned functional and/or operational area. Considers well-defined choices, where there are a limited number of possible actions and the impact is limited to the assigned functional and/or operational area.

**Interpersonal Skills** – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, or staff of other organizations, internal customers, and a limited population of external customers of a localized functional and/or operational area, and local stakeholder groups to accomplish the organization's mission. Adapts approaches to different people and situations.

**Conflict Management** – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, and administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to generate areas of agreement and joint action.

**Customer Service** – Works and communicates with customers to satisfy their expectations and is committed to quality service.

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

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material, which is appropriate for the intended persons.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

**Interpersonal** – Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Computer Systems** – Utilizes a computer to enter and retrieve data and complete reports and emails.

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

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.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot.  
Sitting: remaining in the normal seated position.  
Lifting: raising or lowering an object from one level to another.  
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.  
Lifting: Raising or lowering an object 25 – 50 pounds.  
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.  
Mathematical reasoning  
Memorization  
Oral Comprehension  
Spatial Orientation  
Written Comprehension  
Memorization  
Mathematical Reasoning  
Spatial Orientation

***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.  
Exposure to hazardous chemicals.  
May be exposed to extremes of heat and cold in all weather conditions.  
May be exposed to hazardous chemicals.  
Exposed to hazards from electro/mechanical/power equipment.

Exposed to toxic chemicals.  
Exposed 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.

***Education Requirement:***

High school diploma or possession of a GED Certificate with at least six semester hours of additional college level courses in electronics which must have included AC/DC electricity, solid state theory, use of electronic testing equipment and reading electronic schematics.

***Experience Requirement:***

Three 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:***

One year of additional experience installing and maintaining traffic signal equipment will substitute for the additional college level course work in electronics.

***Licensure and/or Certification:***

Possession of a valid driver's license at the time of application is required.

By assignment some positions may require possession of a Colorado Commercial Drivers License (CDL) B with appropriate endorsements by completion of probation. Positions require a good driving record and license must be kept current as a condition of continued employment in this class.

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

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/2006

***ESTABLISHED BY:*** Linda Wasserman

***REVISED DATE:***

***REVISED BY:***

***CLASS HISTORY***

This class was developed as part of the Traffic Signal Technician series and will replace the existing Traffic Signal Technician Supervisor.