

CLASS SPECIFICATION
Traffic Operations Supervisor

GENERAL PURPOSE

Under direction, plans, assigns, organizes, supervises and oversees the work of technical and maintenance trades staff performing traffic signal, signing and striping installation, maintenance and repair functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Traffic Operations Supervisor is a single incumbent class responsible for planning, organizing, supervising and monitoring the work of staff involved in the maintenance, installation and repair of the City's traffic signals, signs and striping. An incumbent is responsible for formulating unit goals and objectives, organizing and supervising the work of assigned personnel and directing the day-to-day activities of the Traffic Operations unit. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, processes, systems and procedures to achieve section and City objectives.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, assigns, integrates and supervises the work of technical personnel engaged in the installation, testing, calibration, maintenance, inspection and repair of electrical, electronic and electro-mechanical traffic signal equipment, devices, controls, machinery and related appurtenances; directs and supervises the work of crews performing street signing, striping, stenciling and pavement marking operations; provides technical support and guidance to staff on traffic signal operation,

timing and modification of traffic signals and striping and the types and proper placement of street signs; ensures the timely completion of preventative and predictive maintenance programs; ensures subordinates follow safe work methods.

5. Performs plan checks for requested traffic signal, signing and striping installations; participates in the design of future traffic signal locations; plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; performs construction inspection services for new traffic installations; plans and oversees the testing of electrical and electronic equipment and devices; schedules and coordinates activities with other City departments/divisions and external agencies.
6. Researches new traffic signal instrumentation and equipment and operational methods and techniques and recommends their application.
7. Responds to citizen inquiries, requests and complaints; responds to emergency situations as necessary.
8. Prepares and maintains a variety of records and reports, including worksheets, accident reports, maintenance requests and monthly activity reports; requisitions necessary tools, equipment and supplies.

QUALIFICATIONS

Knowledge of:

1. Principles, methods and equipment used in the installation, maintenance, testing and repair of electrical and electronic traffic signal equipment and devices.
2. Practices, methods, techniques, tools and equipment used in the installation, maintenance and repair of traffic signing and striping.
3. Electrical power distribution, circuitry and motor control system design as it relates to traffic signal and lighting equipment.
4. Operating characteristics of electronic components.
5. Traffic signal operations and timing parameters.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles and practices of administration, including budgeting and maintenance of public records.
8. Safe work methods and safety regulations pertaining to the work.
9. Principles and practices of effective supervision.
10. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, estimate, organize, coordinate, assign, review and evaluate the work of staff.
2. Use modern, state-of-the-art precision and diagnostic instruments to test, calibrate and repair complex electrical and electronic devices and equipment.
3. Read and interpret blueprints, drawings, specifications and manuals.
4. Exercise independent judgment and initiative within established guidelines.
5. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
6. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
7. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
8. Establish and maintain effective working environments with City management, staff, contractors, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of journey-level electrical and/or electronics maintenance, installation and repair experience, at least one of which was in a lead capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Current, valid certification as a Traffic Signal Technician through the International Municipal Signal Association.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend crouch and crawl; climb and balance; differentiate operating equipment sounds; and lift up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, use of both eyes, ability to distinguish basic colors and shades and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, contractors, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee often works in outside conditions, exposed to wet or humid conditions, vibration, fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock, where the noise level may be loud. The employee is frequently near moving mechanical parts, equipment and street/road traffic, on ladders or in high precarious places, on uneven or slippery surfaces or in confined spaces with exposure to loud and prolonged noise levels.