ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Traffic Signal
Job Code: 7030
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise day-to-day operations and staff involved in operation of traffic signals and signal systems, to coordinate streetlighting installation, maintenance, and repair, and to supervise contractors involved in related activities.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to Traffic Engineer and Director, Transportation; and updates and maintains department standard operating procedure manuals.

Supervises and provides technical assistance regarding traffic signal systems: troubleshoots, identifies, and resolves system problems; utilizes innovative troubleshooting and testing procedures with complex signal systems; assesses, develops, and implements safety procedures; interprets policies and determines applicability for standard operating procedures.

Administers computerized traffic signal operations: evaluates and analyzes traffic signals, traffic signal systems, and communications network; inspects existing traffic conditions; makes recommendations regarding traffic signal timing; programs traffic signals at City intersections; verifies traffic signal timing in the field; and makes adjustments, as needed, or directed.

Manages traffic signal and streetlighting projects: conducts preliminary engineering assessments regarding feasibility of traffic signal and streetlighting projects; assists in obtaining public rights-of-way for approved projects, including assisting in the preparation of legal documents; coordinates the relocation of utilities; and prepares, maintains, and updates project files and records.

Coordinates the installation and removal of streetlighting: receives and responds to complaints and requests for the installation and removal of streetlights; reviews streetlighting plans and locations to ensure streetlights comply with City ordinances; and coordinates installations, repairs and removal with utility companies, City departments, the public and other outside agencies, as needed.

Administers contract for streetlight and traffic signal installation, repair, and maintenance: evaluates installation, repair and maintenance needs; participates in bid preparation, evaluation, and award; prepares contract specification and negotiates contract terms; inspects and monitors work to ensure compliance with project plans and schedules, quality standards, contract specifications, and budget; processes related billing invoices; and coordinates with contractors regarding emergency situations.

Manages budget for area of assignment: recommends budget allocations for staffing, equipment, services, projects, and other expenditures; and monitors expenditures to ensure compliance with approved budget.

Performs public relations and customer service duties: receives and responds to complaints and requests from the public, the media, and elected officials regarding traffic signal and street lighting projects; provides information and answers questions regarding signal and streetlighting policies and

ordinances, project status and other issues; determines resolution to routine and complex questions, complaints, or requests for service; and initiates and/or monitors implementation of resolution.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, traffic signal malfunction reports, traffic signal plans, power bills, streetlighting removal and installation petitions, project invoices, progress reports, purchase orders, cost estimates, street light work orders, diagnostic reports, traffic signal and streetlighting inventory records and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; operates a vehicle, diagnostic testing equipment, and traffic signal

controllers; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Civil Engineering, electronics or a related field; supplemented by three years of experience in traffic signal operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid International Municipal Signal Association (IMSA) Traffic Signal Field Technician Level II certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.