

Class Code: 2233
EEO Code: E-07
Pay Code: EX-36

Group: Administrative and Technical
Series: Administrative and Technical Supervision

CLASS TITLE: TRAFFIC SIGNALS OPERATIONS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work in directing the operation and timing of traffic control signals, school flashing sign system, traffic communications network, Traffic Management Center (TMC), Advanced Traffic Management System (ATMS) and related equipment and other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns and supervises the work of skilled traffic systems analyst and engineering technician positions in the operation of traffic signals, TMC, ATMS, school flashing sign system, traffic communications network, and related devices both in the shop and in the field
- Operates and maintains the ATMS and performs backup and recovery procedures.
- Schedules work assignments
- Develops and inputs traffic signal timing and checks the work of subordinates to insure accuracy and efficiency
- Coordinates needed adjustments and repairs with other sections, as needed
- Inputs data for work management
- Orders and maintains an inventory of parts and supplies
- Researches new equipment and technologies for possible use and for compatibility with existing equipment and systems.
- Keeps periodic maintenance records on all installations
- Provides technical assistance on more difficult tasks
- Maintains and enforces a worksite safety program
- Responds to inquiries for signal timing information and trouble reports
- Maintains various records
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in electronics, engineering technology, computer science, or related field and five (5) years of progressively responsible, varied paraprofessional experience, including three (3) years of experience in the maintenance and repair of traffic control signals and related equipment; or a bachelor's degree in electronics, engineering, computer science, or related field and three (3) years of progressively responsible, varied paraprofessional experience, including one (1) year of experience in the maintenance and repair of traffic control signals and related equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the operating principles of a variety of electronic equipment; considerable knowledge of the tools, equipment, methods and materials used in the testing, maintenance, and repair of the traffic communications network and related equipment; and considerable knowledge of traffic signal timing. Ability to plan, assign and supervise the work of skilled subordinates in the operation and timing of traffic control signals, school flashing sign system, traffic communications network, Traffic Management Center (TMC), Advanced Traffic Management System (ATMS), and related equipment; ability to read and work from engineering plans, wiring diagrams, schematics, engineering specifications and factory service manuals; ability to provide technical assistance on the more difficult tasks; ability to maintain complete and accurate work records and parts inventory; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license and a valid Class "B" Oklahoma Commercial Driver's License (CDL) within six (6) months of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for inspections.

Effective date: January 25, 2017