

CLASS TITLE: TRAFFIC SIGNALS MAINTENANCE SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work in directing the inspection, maintenance and repair of traffic control signals and related equipment and other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, schedules, and supervises the work of staff in trouble-shooting, maintenance and repair of traffic signals and related devices both in the shop and in the field
- Inspects new and modified installations for proper operation
- Inputs data for work management
- Maintains a computer system for trouble calls
- Orders and maintains an inventory of electrical and electronic parts and supplies
- Checks new equipment and modified work reports on staff and equipment
- Maintains a periodic maintenance list on all installations
- Provides technical assistance on more difficult repairs
- Maintains and enforces a worksite safety program
- 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 high school or possession of a General Educational Development Certificate (GED) and eight (8) years of progressively responsible experience in the electronics or electrical field, including three (3) years of experience in the maintenance and repair of traffic control signals and/or related equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Preference will be given to candidates with an associate's degree from an accredited college or university in business or public administration, electronics or electrical engineering or technology, construction management, or a related field,

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the operating principles of a variety of electronic and electro-mechanical equipment; considerable knowledge of the tools, equipment, methods and materials used in the testing, maintenance, and repair of traffic control signals and related equipment; and considerable knowledge of solid state devices and circuitry, and of the theory and operating principles of same. Ability to plan, assign and supervise the work of skilled subordinates in the testing, maintenance and repair of traffic signals and related equipment; ability to read and work from wiring diagrams, schematics, engineering specifications and factory service manuals; ability to provide technical assistance on the more difficult repairs; 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; frequent lifting and carrying up to 5 pounds, with 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 Class "B" Oklahoma Commercial Driver's License (CDL) within one (1) year of employment..

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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.

Class Code: 1165

EEO Code: E-07

Pay Code: EX-36

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: June 27, 2018