

CLASS TITLE: TRAFFIC LIGHTING MAINTENANCE SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Performs supervisory work by directing crew workers in the installation, repair, and maintenance of highway and street lighting and other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns and supervises the daily work assignments of staff working in the maintenance of highway and street lighting systems and related equipment both in the shop and in the field
- Coordinates and oversees of electrical contractors performing lighting work or repairs in the City's lighting systems
- Reviews work in progress and reassigns staff and equipment as needed
- Inputs data and reviews work records for the Streets and Stormwater work management system
- Estimates time, cost, materials and manpower needed for repair projects
- Coordinates with the electric company and other agencies
- Orders and maintains an inventory of electrical and electronic parts and supplies and reviews and prepares equipment specifications for purchases
- Maintains a periodic maintenance list and procedures for all lighting equipment and provides technical assistance on more difficult repairs
- Maintains various records including work progress, costs, materials used, and budget balances
- Reviews, and evaluates subordinates' performance
- 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 at least eight (8) years of progressively responsible experience in construction or maintenance work, including two (2) years of experience in the construction or maintenance of lighting systems 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, electronic 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 electrical equipment; considerable knowledge of the tools, equipment, methods and materials used in the testing, maintenance, and repair of lighting systems and related equipment, including 480-volt systems; and considerable knowledge of the principles and practices of the electrical trade. Ability to plan, assign and supervise the work of skilled subordinates in the testing, maintenance and repair of lighting systems 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 year of date of employment; and an unlimited Journeyman Electrician's license as issued by the State of Oklahoma.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and in inclement weather; may be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrain, hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, overhead power lines, toxic fumes/vapors/odors, compressed gases, high noises, and computer monitor.

Class Code: 1176

EEO Code: E-07

Pay Code: EX-36

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: June 27, 2018