

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB527 Trf Eng Signal Supervisor
POSITION #/TITLE: 0505, 1121 Traffic Engineering Signal Supervisor	Adopted: 08-16
	Revised: 08-16

POSITION DESCRIPTION

Dept /Division: Public Works/Traffic Engineering	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 0471/NB161/ Traffic Engineering Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health after screening after contingent offer.	Position Testing: Knowledge and skills test
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Hearing, Fall Protection	

General Statement of Duties

Supervises the construction, maintenance, installation, and repair of the City's electronic systems, electronic traffic control equipment, computerized signal system, signal communication system, and street lighting system; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of Traffic Signal Technician I's, Traffic Signal Technician II's, and Traffic Signal Electronics Specialists.

Examples of Essential Work (Illustrative Only)

Plans, organizes, and supervises the construction, maintenance, installation, and repair of the City's electronic systems, electronic traffic control equipment, computerized signal system, signal communication system, and street lighting system;

Coordinates annual, monthly and weekly work schedules and plans special projects with the Traffic Engineering Manager;

Establishes job priorities and time frames for Traffic Signal Technician I's, Traffic Signal Technician II's, and Traffic Signal Electronic Specialists;

Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;

Supplies, maintains and reviews daily employee work orders and other payroll and work records as required;

Monitors leave utilization and staffing requirements;

Defines, implements, and documents standardized work practices including the type activity, description of work, unit of measure utilizing ENERGOV or similar program;

Provides recommendations to existing levels of service of existing or proposed programs;

Utilizes ENERGOV to deploy formal work planning and scheduling;

Supervises the maintenance and repairs to traffic signal equipment;

Supervises the inspection of traffic signal or streetlight construction;
Coordinates the implementation and continued practice of cost tracking systems and continuous improvement processes; Supports continuous process improvement initiatives;
Coordinates and interviews prospective candidates for employment and provides recommendation to Traffic Engineering Manager;
Supervises preventive maintenance activities for vehicles and equipment and ensures that tools and equipment are maintained in good condition;
Trains employees on equipment, task procedures, work standards and proper safety procedures;
Inspects traffic signals, street lighting systems, and related facilities noting areas that require attention and incorporates this work into daily or weekly schedules;
Prepares purchase order requests, orders and purchases materials in accordance with Purchasing Services policies and procedures;
Conducts project planning and design and monitors for completeness of specification requirements;
Responds to customer complaints and concerns in a timely fashion;
Enforces safety regulations and trains employees in proper practices and procedures;
Performs highly specialized and skilled maintenance and construction work such conducting research and testing of new electronic traffic control and street lighting equipment, maintaining the traffic signal network software and hardware, and performs the installation, maintenance and repair of data communication lines and equipment ;
Ensures traffic flow at work areas follow established Manual on Uniform Traffic Control Devices (MUTCD) guidelines;
Maintains inventory of necessary parts for completion of projects including but not limited to LED indications, traffic signal heads, back plates, cabling, conduit, detection equipment, parts and components used in electronic operations, and safety equipment;
Ensures frontline staff is performing all work duties and activities in accordance with the City policies, procedures, work rules and bargaining contract;
Investigates and recommends corrective action to Traffic Engineering Manager when necessary;
Conducts timely performance reviews and monitors performance and staffing needs;
Attends meetings, conferences and workshops;
Performs many of the work functions of the work crews as required;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of electronic traffic control devices, circuitry and control;
Comprehensive knowledge of micro-processors, digital computers, integrated circuitry and network systems;
Considerable knowledge of the practices, methods, and materials used in electrical and electronic control repair work;
Knowledge of methods and techniques of traffic control component maintenance, installation, and operation;
Knowledge of the Manual on Uniform Traffic Control Devices; knowledge of applicable design standards, specifications and details;
Skill in applied methods and techniques of traffic controls and signal installations;
Ability to evaluate work zone traffic control and implement traffic signal modifications to support safe travel;
Skill in the operation and maintenance of test equipment and tools used;

Skill in work management and planning; skill in interpersonal relations as applied to customer service and leadership of other workers;
Thorough knowledge of data transmission, reception and cabling techniques;
Good knowledge of electrical design, maintenance, repair and safety principles and practices;
Good knowledge of construction principles and practices;
Ability to read and interpret electronic and fiber optic schematics, blueprints and plans;
Ability to operate electronic testing equipment and design circuitry used in traffic control;
Ability to design, install, maintain and repair electronic and electro-mechanical devices used in traffic control;
Skill in working from and understanding electrical, electronic, and control schematics, blueprints, and/or diagrams;
Ability to operate the following equipment and tools: mechanical hand tools; electrical and electronic testing devices; trencher, pipe-pusher, concrete saw; aerial lift and pole-setting trucks; and related equipment and tools used in the installation and maintenance of traffic signals, streetlights and communication facilities;
Ability to communicate effectively and maintain working relationships with electrical, information technology and maintenance personnel and contractors both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing electrical standards and performance, mathematical calculations, signal timing, programming features, findings, conclusions and recommendations;
Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with and Associate's Degree in Electronics; and Requires a minimum of 10 years of experience in installing, repairing and maintaining electrical components and traffic control devices; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class B) with appropriate endorsements and valid Medical Examiners Certificate.
International Municipal Signal Association (IMSA) certification for Work Zone Safety, Level III Bench Technician or Level III Field Technician within one year, or as directed.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to operate hand and power tools, maintain electronic controls and install electronic components;
Sufficient manual dexterity, which permits the employee to operate hand and power tools, electronic controllers and electronic testing equipment;

Sufficient personal mobility, which permits the employee to operate electronic testing instruments, install electrical components and work in confined spaces.