

**CLASS SPECIFICATION**  
**Street Lights and Signals Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, directs professional engineering, technical and craft trades staff engaged in planning, design, installation and maintenance of street lighting and traffic signals; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Street Lights and Signals Manager directs, through subordinate supervisors, a large section of professional, technical and craft trades employees engaged in all phases of the City's street lighting and traffic signal programs, and acts in the absence of the division head as the assistant division head.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned section; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Develops and implements both the street lighting and traffic signal capital improvement programs, including program planning and budgeting, overseeing related engineering and design activities, and construction management.

5. Directs street lighting operations, auditing and ensuring payment of power bills, overseeing the computer inventory and the maintenance and repair program, including tree trimming and outage repair.
6. Directs and performs reviews of engineering and design plans, construction and maintenance schedules, accident statistics, and community and citizen complaints and requests, and determines priorities for modification or redesign of street lighting or traffic signal installations.
7. Coordinates activities related to local or regional traffic programs, such as the Intelligent Transportation System (ITS) or traffic signal transit preemption, with other City bureaus and other jurisdictions and agencies.
8. Directs and participates in the selection, contract negotiation, performance monitoring and compliance evaluation of engineering and construction contractors.
9. Acts as assistant division head, functioning as division head in that person's absence.

#### **OTHER DUTIES**

1. Represents the Bureau of Transportation System Management within the Emergency Management Program.
2. Coordinates and trains staff in emergency team duties.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Street lighting and traffic signal and control principles, practices, current trends, regulations, standards and laws.
2. Administration, planning, organization principles, and program planning techniques.
3. Budget, personnel, cost control and administrative practices and policies.
4. Information technology and computer capabilities applicable to functional responsibilities.

##### **Ability to:**

1. Plan, assign, direct, and coordinate through supervisors the office and field activities of professional engineering, technical, inspection and craft trades staff.
2. Apply federal, state and city laws, codes and other relevant controlling legal authorities.
3. Communicate effectively orally and in writing, interact effectively, engage in problem solving and team building, and relate positively to individual citizens, community groups and staff of other agencies in various situations, including those which may be stressful.
4. Establish and maintain effective working relationships with a diverse workforce and community.
5. Develop training programs and conduct training sessions.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, traffic engineering, or a closely related field; and at least four years of progressively responsible traffic engineering or program management experience, including at least two years of supervision; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

---

---

**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3359 PUBLIC WORKS PROJECT MANAGER. Adopted: 07-01-92; Revised: 01-28-94, 08-31-94, 09-21-95, 03-11-96

June 2009 - Change Job Class number from 7690 to 30000702, due to system change.