

CLASS SPECIFICATION
Traffic Signal Maintenance Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, assigns, supervises and inspects the work of skilled and semi-skilled personnel in the installation, testing, maintenance and repair of electrical, electronic and electro-mechanical instruments, devices, equipment and controls associated with the City's traffic control signals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides first-line supervision, technical assistance and training to a staff of journey-level electrical and electronics technicians and related maintenance personnel in the City's Transportation Systems Management Bureau. Incumbents are responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed work orders, and equipment and system performance.

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, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports 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. Schedules, coordinates and supervises the work of technical personnel engaged in the design, installation, testing, calibration, maintenance and repair of electrical, electronic and electro-mechanical equipment, devices, controls, machinery and related appurtenances used in the operation of the City's traffic management systems, including traffic signals and traffic signal communication and control systems.
5. Participates in the design and development of the bureau's automated traffic signal control system.
6. Prepares specifications for the purchase of electrical and electronic equipment, devices and supplies.
7. Researches new traffic signal, supervisory control, instrumentation and telecommunication methods, techniques and equipment and recommends their application.
8. Provides technical assistance and advice to staff and other bureau sections and divisions.
9. Inspects and evaluates work being performed by bureau staff and contractors; identifies problem areas and directs remedial action.
10. Responds to inquiries and complaints.
11. Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, maintenance requests and monthly activity report.
12. Recommends special work or necessary equipment maintenance; reviews completed work.
13. Prepares specifications for the purchase of electrical and electronic control equipment and devices; reviews and makes recommendations on acceptance of bids; inspects equipment and devices for conformance with specifications.
14. Schedules and coordinates activities with other sections, divisions or agencies.
15. Responds to emergency situations as necessary.
16. Ensures the timely completion of preventive and predictive maintenance programs.
17. Requisitions necessary tools, equipment and supplies.
18. Researches new operational methods, techniques and equipment and recommends their application.
19. Responsible for carrying out the City's safety program; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.
20. Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for electrical and electronic system circuitry.
21. Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and equipment.
22. Plans and oversees the testing of electrical and electronic equipment and devices on a scheduled basis.

23. Develops, reviews and updates written maintenance instructions and schedules.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, methods and equipment used in installation, maintenance and repair of electrical and electronics equipment and devices common to a large traffic control system.
2. Practices, methods, techniques, tools and equipment used in the design, development, installation, testing, calibration, maintenance and repair of electronic and computer-based supervisory control and telecommunications systems and equipment common to a large traffic control system.
3. Electrical power distribution and motor/pump control system design.
4. Operating characteristics of electronic components, including micro-processor controls.
5. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
6. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
7. Safety practices, safe work methods and safety regulations pertaining to the work.
8. Relevant state and federal regulations.
9. Computer software applications related to the work.
10. Codes, ordinances and regulations pertaining to the work.

Ability to:

1. Analyze, diagnose and modify computer-based hardware and software programs.
2. Use modern, state-of-the-art precision and diagnostic instruments to test, calibrate and repair complex electrical and electronic devices and equipment.
3. Plan, organize, estimate, coordinate, assign, review and evaluate the work of others.
4. Select, motivate and evaluate staff and provide for their training and development.
5. Identify and implement effective courses of action to complete assigned work.
6. Read and interpret drawings, specifications and manuals.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with those encountered in the course of the work.
9. Coordinate work assignments with other divisions, bureaus or agencies.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of journey-level electrical and/or electronics maintenance and repair experience, including supervisory control and telemetry systems, of which two years included responsibility for leading the work of others; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

A Journeyman Electrician License issued by the State of Oregon.

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 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7568 to 30000636, due to system change.