



City of Phoenix

TRAFFIC SERVICES SUPERINTENDENT

JOB CODE 74060

Effective Date: 12/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct the programs, practices, policies and employees of the Traffic Signal section or the Sign and Striping section. Supervision is exercised over Traffic Signal Supervisors, Traffic Signal Technician Foremen, Traffic Maintenance Foremen III, Traffic Maintenance Foremen II, and other skilled, semiskilled and clerical employees performing work related to the installation, operation and maintenance of traffic signal control devices, including street lighting on traffic signal poles; and inspection of erection and maintenance work associated with traffic signs, parking meters and street markings. Technical knowledge and skilled judgment is required in the interpretation of electrical plans, code requirements, electronic schematics and diagrams, and in making recommendations for maintenance and improvement of traffic signal installations. Responsibilities include inventory, capital equipment and vehicle management, a moderate amount of electrical/electronic design work for application at specialized signal locations and street lighting and controls. General direction is received from a Traffic Engineering Supervisor. Work is evaluated based upon results achieved.

ESSENTIAL FUNCTIONS:

- Directs the programs, policies, practices, and employees involving the construction, installation, and maintenance of traffic signal control devices, including street lighting on traffic signal poles; or sign fabrication and installation, and street marking functions.
- Formulates safety policies and programs for the Traffic Signal Shop or Signing and Striping Shop;
- Determines and proposes to management the budgetary needs and priorities of the section, including equipment, staffing and materials;
- Monitors and maintains overall inventory levels for supplies, vehicles and equipment, and oversees their purchase, operation, and storage;
- Represents the City in any litigation, and provides legal depositions and coordinates related requests for documents;
- Receives and resolves complaints from the public regarding areas supervised;
- Writes reports for management or other administrative areas regarding such subjects as work plans and activities, personnel issues, and operational problems;
- Maintains regular and reliable attendance;



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Standard practices, materials and tools of the electrical and electronic trades.
- Principles and practices of supervision and budgeting.
- Leadership styles and skills.
- Safety hazards and precautionary methods related to the trades.
- National electrical codes and NEMA Standards related to traffic signal installation and maintenance.
- Rules and regulations pertaining to traffic markings.
- Manual on Uniform Traffic Control Devices and I.T.E. Standards for Signal Equipment.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Comprehend and make inferences from material written in the English language.
- Read and interpret technical and graphical information such as electrical plans, code requirements, and electronic schematics and diagrams.
- Operate a computer terminal or PC.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



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- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Seven years of increasingly responsible experience in traffic signal construction and/or sign fabrication and street marking, maintenance and repair work, including three years of experience at a supervisory level. Other combinations of experience and education which meet the minimum requirements may be substituted.