



# **City of Phoenix**

## **TRAFFIC SIGNAL SUPERVISOR**

**JOB CODE 74070**

Effective Date: 08/94

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to supervise foremen and other skilled and semiskilled employees involved in the construction, repair, installation and maintenance of traffic signal control devices and related equipment, including street lighting on signal poles. Classifications supervised include Electrical Maintenance Foreman, Traffic Signal Technician Foreman, Electrician, Traffic Signal Technician, Cement Finisher, Electrician Helper, Trades Helper, and Semiskilled Worker. Assignments are made by written or verbal instructions and work is reviewed by the Traffic Signal Superintendent for results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises foremen and other skilled and semiskilled employees involved in the construction, repair, installation and maintenance of traffic signal control equipment and related devices, including street lighting on signal poles;
- Plans and implements a seven-day, twenty-four hour work schedule for a technical staff responsible for traffic signal repair and maintenance;
- Monitors and maintains inventory levels for supplies and equipment;
- Recommends the purchase of equipment and materials and prioritizes needs in assigned areas for the budget process;
- Receives and resolves complaints from the public regarding areas supervised;
- Estimates time and materials needed for construction, installation, repair, and maintenance work;
- Monitors the evaluation of new products and recommends they be included in the Qualified Products List;
- Updates and monitors records of work performed such as equipment repaired, signals re-lamped and other signal work completed;
- Maintains regular and reliable attendance;
- 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:**



## **City of Phoenix**

Knowledge of:

- Standard practices, materials and tools of the electrical and electronic trades.
- Principles and practices of supervision.
- Safety hazards and precautionary methods related to the trades.
- National electrical code and City codes and ordinances related to traffic signal installation and maintenance.
- 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 on-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.
- Observe and monitor work products, data, and people's behavior to determine compliance with prescribed operating and safety standards.
- Understand and effectively carry out written and verbal instructions.
- Make accurate estimates of time and materials needed for construction, installation, repair and maintenance work.
- Perform addition, subtraction, multiplication, and division using a calculator to determine quantities, trends, times, distances, or other measures.
- 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.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**



## **City of Phoenix**

Three years of experience as a skilled Traffic Signal Technician or Electrician including two years of supervisory experience as a foreman or at an equivalent level. Other combinations of experience and education which meet the minimum requirements may be substituted.