

TRAFFIC SIGNAL SUPERVISOR

MAJOR FUNCTION

This is a supervisory and technical position requiring skill in the field of signal, installation, and maintenance, repair, and adjustment in addition to assisting the Traffic Engineer in the management of the Traffic Division

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Supervises the operation of the Traffic Division in the absence of the Traffic Engineer.
- Enforces all safety rules and regulations.
- Assists with in-house signal design and appraises signal construction.
- Assists the Traffic Engineer in review of signal, sign, and striping related plans.
- Attends conferences and meetings pertaining to traffic signal, sign and striping maintenance, design and construction.
- Thorough knowledge of the geography of the County and the County road system.
- Assists the Traffic Engineer in the planning for future signal, sign, striping, and other related requirements.
- Maintains a complete inventory of all traffic materials, equipment, and tools.
- Assists the Traffic Engineer in preparation of the Five Year Transportation Improvement Program (TIP).
- Assists in preparing the annual budget request for the Traffic Division.
- Deals directly with the public and other County Departments in matters relating to traffic signals and related requests, complaints and other issues.
- Responsible for daily work assignments to maximize operational efficiency.
- Installs, repairs, and maintains electronic traffic control devices, including all traffic signals, school flashers, and four-way flashers.
- Performs preventive maintenance on all traffic signal controllers and devices.
- Tests traffic signal controllers on a testing board; replaces worn or defective units; adjusts timing to charts, wiring diagram, plan specifications, and construction cost estimates.

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- Troubleshoots digital and analog circuits, timing circuits, power supplies, clock circuits, and timers. Performs electronic bench repairs of solid state, electro-mechanical, and microprocessor traffic control devices.
- Participates in the supervision and training of subordinate staff.
- Maintains records pertinent to repair and care of controls equipment.
- Keeps records and reports of all equipment, materials, and trouble calls as needed.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees with subordinate supervisors reporting to this position. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience.

Bachelor's degree in Civil or Electrical Engineering with five years supervisory experience in traffic operations, to include signs, signals and markings. Or a combination of education and experience.

Licenses.

Possession of a valid Florida Driver License.

Certifications.

International Municipal Signal Association (IMSA) Work Zone Safety certification; International Municipal Signal Association (IMSA) Level I Sign and Pavement Markings Technician certification; International Municipal Signal Association (IMSA) Level III Signal Technician.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

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Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write letters and memos that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards in oral and written form in a clear, concise manner that is easily understandable by laymen.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop effective plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities.

- Strong knowledge of the standard practices, methods, tools and materials of the Traffic Control, Sign, Striping, and Signal fields.
- Knowledge of traffic signal operations and theory and a basic traffic engineering knowledge relating to proper traffic signal, sign, and striping standards and operations.
- Knowledge of the MUTCD as it pertains to signs, signals, and striping.
- Thorough knowledge of the geography and road system of Marion County.
- Ability to effectively manage employees and schedule work.

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- Knowledge of the operation and maintenance of traffic striping machines and of materials used for the traffic striping.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger, organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment.

To accomplish the tasks of this position, the employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle. In addition, the employee will be required to operate various traffic counting machines and equipment, traffic striping equipment, computerized sign maker, sign cutting machine, heat applicator machine, hand rolling machine, fork lift, two-way radio, bucket truck, soldering machine, post-hole digger, measuring instruments, multimeter, hoist, and various hand and power tools.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, and reach with hands and arms. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to lift up to 50 pounds, use hands to finger, handle, feel, climb, balance, stoop, kneel, crouch, crawl, taste, and smell. Vision requirements are close, distance, color, peripheral, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles, outdoor weather conditions, risk of electrical shock, vibration, moving mechanical parts, and working in high, precarious places. The noise level for this environment is moderate.

Established: 1/00

Pay Grade: 17

Job Description Number: 3166

Category: 3

Status: N/E

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