



City of Irving Job Description

Traffic Signal Supervisor

FLSA Status:	EXEMPT	Job Department:	Traffic & Transportation
Job Code:	40351	Reports To (Job Title):	Traffic Signal Superintendent

PURPOSE

To plan, organize, and supervise traffic signal installation, maintenance, and repair. Monitor Traffic Signal Division Budget, Contacts, Materials and Equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage the work of teams maintaining and constructing traffic signals.
- Advise crew on City policies, procedures, and safety regulations.
- Oversee the replacement and repair of freeway and street lighting systems, as well as, freeway lighting contractors.
- Train workers on technical tasks and new systems.
- Support the Traffic Operations Center software and system.
- Prepare reports for senior management on signal and lighting maintenance, repairs, and upgrades.
- Keep database of all signals and work performed or required.
- Supervise and participate in the installation and maintenance of traffic signals.
- Interpret the plans and work orders for the construction of new intersections.
- Order supplies and purchase necessary equipment.
- Maintain and record employee time cards.
- Manage preventive maintenance programs to minimize future problems and keeps the traffic signal system in optimum operating condition.
- Evaluate new signal hardware and software for system upgrades.
- Perform related duties as assigned including cross training.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to after-hours call back for emergency conditions as necessary.
- Schedule continuing education seminars and classes for employees.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include as many as 10 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for tracking purchases and budgetary needs for traffic signal division.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Associate's degree from accredited college or university in relevant field of study.

EXPERIENCE

- A minimum of three (3) years of experience in the installation, maintenance, and repair of electronic and digital signal control devices, including a minimum of one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Commercial Driver's License Class B.
- IMSA or TEEEX Work Zone Safety Certification.
- IMSA Traffic Signals I, II Certifications.
- IMSA Traffic Signal Inspection Level I Certification.
- IMSA Roadway Lighting I & II Certification would be beneficial.
- Roadway Work Protection Certification would be beneficial.

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Texas Manual Uniform on Traffic Control Devices (TMUTCD).
- Electrical Code: Proper techniques for installing, repairing, & modifying electrical systems.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Reading Comprehension: Reading and interpreting documents.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Works with various regional and state agencies, utility companies, contractors, consulting and engineering firms, and other external organizations on matters related to traffic signal operations.

EQUIPMENT AND PROPERTY

This position utilizes a truck, computer, and cell device, and operates equipment in signal installation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to drive a vehicle, listen, see, talk, and/or walk. Frequently, s/he is required to balance, carry, grasp, handle, feel, kneel, sit, stoop, and/or stand. Occasionally, s/he is required to lift up to 100 pounds, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to electrical hazards, extreme temperatures or weather conditions, and/or hazardous traffic conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.