

CITY OF SALINAS

STREET LIGHT/TRAFFIC SIGNAL CREW SUPERVISOR

BARGAINING UNIT/CLASS CODE:

SEIU SUPV. / P06

DEFINITION

To assume substantial responsibilities for the daily supervision of a crew in the Street Division of the Maintenance Services Department; and to perform a variety of skilled electrical work in the installation, maintenance, and repair of signal systems and street lights; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and hands on, supervisory class. Positions in this class exercise daily supervision of assigned personnel under the direction of Street Maintenance Manager. It is distinguished from the Public Service Maintenance Worker IV by the greater extent of the supervisory responsibility and lead supervision over a crew. This position is expected to perform many of the advanced technical skill activities in the repair and maintenance of streetlights and traffic signals. It is distinguished from the Street Maintenance Manager in that it does not have full responsibilities for organizing and assigning work, and changing work procedures, program development and recommending employee selections, promotions or discipline.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Street Maintenance Manager. Exercises functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Coordinate with the Street Maintenance Manager in organizing and planning work assignments. Supervise, train and evaluate subordinate employees. Assign specific tasks to individuals and crew to accomplish assigned work. Lead a street light/traffic signal maintenance and installation crew. Assist the Street Maintenance Manager with administration of division activities; keep records, prepare reports, estimate job costs, order materials, evaluate work procedures. Installs conduit, cable, pull boxes, traffic signal poles, and other equipment necessary to make additions or alterations in traffic signal and street lighting systems. Tests, locates, repairs or replaces malfunctioning circuits and components in traffic signal and street lighting systems. Installs solid state electrical components and software programs included in traffic signal controller/cabinets. Develops and implements and ongoing testing and preventive maintenance program for traffic signal system. Conducts tests of signal progression, timing and phasing; tests alternative timing strategies and phasing sequences. Makes timing adjustments under the direction of the Street Maintenance Manager and Traffic Engineer. Operates trucks, power equipment and aerial devices to replace streetlights and traffic signal components. Maintains records of all inspections, repairs and adjustments made, prepares basic reports as required, maintains an adequate stock of replacement parts, materials, equipment and tools. Assigns and coordinates the work of assisting technicians. Supervise and perform routine preventive maintenance on equipment per manual specifications. Utilize and oversee that proper safety precautions related to all work performed are consistently observed. Coordinate and perform emergency duties related to Public infrastructure repair and maintenance work as required. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 50 lbs; physical stamina

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sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. Must be able to work from an aerial lift to a maximum height of 55'.

WORKING CONDITIONS

Working environment is shared between and office, and the out-of-doors. Work outdoors under adverse conditions in heat, wind, cold, rain and areas of high traffic conditions. Occasional need to perform heavy manual labor for several hours in a given day bending, crouching, kneeling, pushing/pulling and reaching in all directions. Physical mobility sufficient to move frequently about an open excavation and rough asphalt, either by walking, driving a truck or while operating apparatus, and to move about an office work environment. Office environment work is subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions with some time spent working at a computer terminal. Drive a motor vehicle, various street repair apparatus, and travel to attend classes, seminars and occasional out-of-town meetings.

QUALIFICATIONS

Knowledge of:

City policies and procedures in a variety of public service maintenance areas. Employee training and supervision principles and techniques. Supervisory roles and responsibilities in general construction projects planning implementation. The principles and methods used in the installation and maintenance of traffic signals systems. Knowledge of materials, tools and equipment used in the installation and maintenance of traffic signal systems. The principles and methods used in installation and maintenance of digital solid state components and electronic traffic signal control equipment. The standard safety precautions necessary in electrical work and traffic safety associated with controllers and conflict monitors. The provisions of local, state and national codes applicable to the maintenance of traffic signal. Hazards associated with infrastructure work and proper safety precautions. Traffic laws, ordinances, and rules involved in truck and heavy equipment operations. Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.

Ability to:

Plan, organize, assign, direct, supervise, evaluate and review the work of a streetlight and traffic signal maintenance crew. Perform advanced technical repairs on streetlights and traffic signals. Keep neat and accurate records; prepare clear and concise reports. Use bench test equipment, scopes, meters and other tools and equipment of the trade. Work independently and make decisions relative to work methods and tools. To effectively direct the work of others when assigned. To read and interpret blue prints and wiring diagrams. To understand and follow oral and written instruction. Perform physically intensive labor operations. Work at a considerable height above ground. Perform callback emergency work as required. Evaluate work procedures and practices; recommend and implement improvements. Estimate job costs; accurately order supplies; maintain an inventory. Perform skilled maintenance, construction and repair work. Work effectively in the absence of close supervision. Use and operate a variety of vehicles, hand tools, mechanical equipment, power tools and equipment required for infrastructure work; and supervise others in these duties. Foster cooperative working relationships with others; and among all City work crews.

Skills to:

Use a variety of powerized and manual tools, vehicles and equipment in construction and maintenance work.

License or Certificate:

Possession of a valid California Class A/B Drivers License. Must acquire certification from the International Signal Maintenance Association as a Class II Traffic Signal Technician within the first year of employment.

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Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to completion of high school/GED or completion of an approved apprenticeship for electrician (high voltage/low voltage) AND three years of experience as an advanced journey-level electrician or technician working with streetlights and traffic signals AND two (2) years of experience in supervision of a construction or electrical trade activity.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 12-01, REV: 01-07