



## CITY OF CAMARILLO

**Supervising Traffic Signal Technician**

**Job Code: 533**

**FLSA: Non-Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of operation, repair, and maintenance activities on traffic signals and associated safety lights; oversees and participates in performing electronic repairs and maintenance on traffic control units and equipment including traffic controllers; develops standard guidelines and specifications for traffic signals; updates signal inventory database; ensures work quality and adherence to established policies and procedures; and operates a variety of electronic repair and equipment.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing a variety of operation, repair, and maintenance activities on traffic signals and associated safety lights; participates in performing the most complex work of the unit including coordinating and planning work schedules and job assignments.
2. Establishes schedules and methods for providing traffic signal maintenance and repair services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of assigned traffic signal maintenance and repair staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the assigned program budget; submits budget recommendations; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
6. Develops, assists, and implements traffic signal coordination timing plans; reviews and adjusts progression timing as necessary.
7. Updates signal inventory database linked to GIS in order to efficiently report problems; uses traffic signal programs to review signal timing as necessary.

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8. Reviews traffic signal project plans and specifications for compliance with established codes, ordinances, and regulations.
9. Oversees and participates in inspecting, locating, and repairing malfunctions and failures in traffic signal electrical and electronic equipment, circuits, and systems; installs, adjusts, tests, and repairs electric and electronic traffic signal controls and devices; adjusts electronic controllers, pedestrian times, and electronic diagrams.
10. Oversees and participates in performing solid state testing and calibration of traffic signal controllers, program clocks, and computers; performs continuity and circuit checks using specialized testing and calibration equipment; repairs switches, time clocks, and related equipment in the traffic signal system.
11. Oversees and participates in installing, repairing, and maintaining video detection systems.
12. Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
13. Inspects contractors work to ensure compliance with contract specifications and City standards and regulations as necessary.
14. Investigates complaints and reports of signal malfunctions; responds to after hours signal problems as necessary.
15. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner.
16. Maintains records concerning operations and programs; prepares reports on operations and activities.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of traffic signal maintenance and repair; incorporates new developments as appropriate into programs.
18. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a traffic signal maintenance program.

Principles of supervision, training, and performance evaluation.

Advanced principles and practices of electronics as applied to traffic control devices.

Advanced principles, practices, techniques, tools, and materials used in traffic signal operation, maintenance and repair.

Advanced principles of electrical theory as applied to electrical circuits and wiring systems.

Advanced methods and techniques of maintaining, installing and repairing electrical systems and equipment.

Operating characteristics and application of electrical test equipment.

Advanced methods and techniques of troubleshooting and calibrating electric and electronic systems and components.

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Instrumentation equipment and precision tools.  
Preventive and corrective maintenance techniques.  
Precautions necessary for working with high voltage.  
Electrical theory, OHMS, electrical wiring, electrical control systems, and national electrical code.  
Operational characteristics of computerized traffic control systems.  
Basic principles and practices of budget preparation and administration.  
Principles and procedures of record keeping.  
Occupational hazards and standard safety practices.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Coordinate and direct traffic signal maintenance and repair programs.  
Supervise, organize, and review the work of assigned staff involved in traffic signal maintenance and repair activities.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies, and procedures for providing traffic signal maintenance and repair activities.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Develop, review, and modify traffic engineering plans and design traffic signals.  
Perform a variety of installation, repair, calibration, and maintenance duties on traffic signal systems.  
Identify and diagnose problems with electric/electronic traffic signal instrumentation and control systems.  
Install and maintain overhead and underground traffic signal communication cabling.  
Operate a variety of electrical testing, maintenance, repair, and installation equipment in a safe and effective manner.  
Use electrical test equipment.  
Locate and correct malfunctions and defects in electrical and electronic equipment related to the traffic signal system.  
Make estimates of labor and materials.  
Analyze situations quickly and objectively and to determine the proper course of action.  
Use a variety of tools and equipment to perform the work, including test equipment, computers, and hand tools.  
Read and interpret schematics, blueprints, and diagrams.  
Monitor and operate computerized traffic signal controls.  
Respond to requests and inquiries from the general public.  
Prepare and maintain records and reports  
Participate in the preparation and monitoring of assigned budget.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective professional working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in electronics, electrical, or a related field.

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**Experience:**

Five years of increasingly responsible experience in the repair, maintenance, and installation of traffic signal equipment including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Possession of an International Municipal Signal Association (IMSA) Level III Traffic Signal certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and field environment; travel from site to site; work around traffic; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, high voltage, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights on scaffolding and ladders; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field and office setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; vision sufficient to distinguish colors; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*