



City of Irving Job Description

Traffic Signal Superintendent

FLSA Status:	EXEMPT	Job Department:	Traffic & Transportation
Job Code:	T211	Reports To (Job Title):	Traffic Engineering Manager

PURPOSE

To manage and supervise the proper installation, maintenance, and operation of traffic signals and freeway lighting for the City of Irving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Oversee the work teams maintaining and constructing traffic signals.
- Advise crew on City policies, procedures, and safety regulations.
- Participate in budget preparation and administration and monitor the expenditures of section.
- Supervise the installation of the wireless network for traffic management.
- Oversee the replacement and repair of freeway lighting systems.
- Prepare reports for senior management on signal and lighting maintenance, repairs, and upgrades.
- Interpret the plans and work orders for the construction of new intersections.
- Order supplies and purchases necessary equipment for section.
- Administer preventive maintenance programs to minimize future problems and keep the traffic signal system in optimum operating condition.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to citizen complaints and concerns and resolve the issue in a timely manner.

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 up to approximately 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

- Equivalent to an Associate's degree from in a relevant field of study.

EXPERIENCE

- A minimum of five (5) years of experience in the installation, maintenance, and repair of electronic and digital signal control devices, including at least two (2) years 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 & III Certifications
- IMSA Roadway Lighting I & II Certification
- IMSA Traffic Signal Inspection Level I Certification
- Roadway Work Protection Certification

KNOWLEDGE OF

- Traffic signal programming, design, phasing and timing, at advanced level.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Electrical Code: Proper techniques for installing, repairing, & modifying electrical systems.
- Texas Manual on Uniform Traffic Control Devices (TMUTCD) Work Zone Traffic Safety, National Electrical Manufacturers Association (NEMA), National Electrical Code (NEC), National Electrical Safety Code (NESC).
- 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 & budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

SKILLS AND ABILITIES IN

- Software applications: Using computer software, analysis and presentation tools.
- Accuracy: 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.
- 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

Truck, Computer, cell device.

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, stand, and/or walk. Frequently, s/he is required to grasp, handle, feel, kneel, lift up to 25 pounds, reach, and/or stoop. Occasionally, s/he is required to balance, carry, climb, lift up to 50 pounds, push, and/or pull.

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 extreme vibration, confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work spaces, moving mechanical parts, noise, hazardous traffic conditions, violence, and/or toxic or caustic materials. This job requires the employee to make decision 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.