

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Signal Operations Coordinator</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>CO12</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Traffic Signal Repair</u>

PRIMARY PURPOSE:

Coordinates, supervises, and evaluates the assembly, installation, troubleshooting, repair and maintenance of solid state electronic traffic control equipment, and ITS field hardware and communications system.

SUPERVISION:

Under general supervision of the Supervisor of Signal Operations; supervises and coordinates the work of signal technicians as directed by the Supervisor of Signal Operations.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the work of employees assigned to the assembly, installation, troubleshooting/repair and maintenance of solid state electronic traffic control equipment, ITS field hardware and communications system, and related traffic signal equipment. Work includes fiber optic termination, computer network communications, video transmission and video detection.
2. Serves as lead worker in direction of staff assignments and provides technical expertise to signal technicians with regard to coordination of signal maintenance and installation. Determines when to repair or replace existing equipment and provides cost estimates as needed.
3. Evaluates signal equipment operation, reliability and performance in order to plan future replacements as well as make recommendations and decisions with regard to improving specifications and standards for installation.
4. Manages spare parts and materials inventory, prepares or assists in the preparation of specifications for equipment purchases, and orders replacements as needed.
5. Works with manufacturer's representatives and equipment suppliers to insure that hardware and software meet City specifications.
6. Reads and interprets electrical and electronic blue prints, technical repair manuals and schematic diagrams.
7. Communicates courteously and effectively with city employees, public, consultants, as well as state and federal agencies.
8. Drives vehicles such as pick-ups vans lift trucks and flatbed trucks to travel to a variety of work sites throughout the work day.
9. Utilizes computer software applications such as database, spreadsheet, and word processing to facilitate preparing and maintaining records, reports and accessing the signal system.
10. Plans, schedules and implements programs and projects as assigned. Provide reports as needed regarding project status, costs, and reviewing time sheets.
11. Insures that proper safety procedures are followed and that all equipment is kept in safe working order.
12. Performs duties of the Supervisor of Signal Operations as required.

IMPORTANT FUNCTIONS:

1. Attends workshops, seminars and other training for professional development purposes.
2. Performs office administration tasks such as filing, coping, faxing, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Electrical and electronic theory. Principles, methods, and test equipment involved in the troubleshooting, maintenance and repair of solid state electronic traffic signal equipment and ITS field equipment including video and fiber-optic communications; word processing and database software applications; mathematics as it relates to electronic and traffic control equipment and systems.

Abilities

Plan, organize, and serve as lead worker to direct and assign signal technicians in the operational maintenance of traffic signal and ITS field equipment; read and interpret electrical and electronic blueprints, schematic diagrams, and manuals; follow oral and written instructions; utilize tools and equipment to perform essential functions; type accurately; deal effectively and courteously with associates and the general public; communicate effectively both orally and in writing; work at heights up to 40 feet above the ground; perform the essential functions of the job without posing a direct threat to the health or safety of others; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a Bachelor’s Degree in electronic or electrical engineering, industrial technology with emphasis in electronics, or a related discipline, plus at least one year of work experience in the operation, repair, and servicing of solid state microcomputer based electronic traffic control equipment and related systems at the Senior Signal Technician level or its equivalent. Work experience in the operation, repair, and servicing of traffic control equipment may be substituted for the formal educational requirement on a year-for-year basis.

Physical Requirements

Must be able to: Bend, squat, kneel, twist, sort, and reach from ground level to overhead; hold and grip objects; lift, carry up to 60 pounds as well as push and pull up to 150 pounds; must have the ability to operate a computer keyboard and mouse as well as hold and grip objects; subject to periods of prolonged standing and working in awkward positions; must be able to distinguish primary colors associated with wiring for signals and fiber optic communications; Must have the ability to climb ladders, bucket trucks, etc.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen; subject to all types of weather including extreme conditions; susceptible to electrical and mechanical hazards associated with traffic signal tools and equipment as well as other safety hazards due to working in and around traffic; exposure to cramped working spaces, poor lighting, constant and possible extreme noise, and strong fumes/odors.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. Must possess International Municipal Signal Association (IMSA) certification as a Traffic Signal Technician–Level II and/or Traffic Signal Electrician–Level II.

Miscellaneous Requirements

Subject to night and/or weekend work as required; subject to emergency call-in.

Last Revision:	February 17, 2012	GENERAL ORDINANCE NO.
Comments:	Updated Abilities	Date:

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____