

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Signal Project Coordinator</u>
Sch & Grade	<u>PAT – 7</u>
Class Code	<u>CB03</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Series	<u>Engineering Support</u>

PRIMARY FUNCTION:

Coordinates traffic signal construction activities including construction oversight to ensure compliance with traffic signal specifications and standards, measurement of as-built quantities, coordination of traffic signal contract maintenance activities, coordination with utilities, ensures traffic safety standards are maintained at all times, and assist with the bidding and award process of traffic signal projects.

SUPERVISION:

Under general supervision of the City Traffic Engineer – Transportation Management.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Inspect Observe the installation of traffic signals including signal bases, poles, mast arms, signal wiring connections, handholes, conduits, cables, detectors, and other related equipment.
2. Direct the work of contractors as necessary to insure compliance with city specifications and standards.
3. Insures that proper safety standards are maintained to protect pedestrians and vehicular traffic during project oversight and construction.
4. Interpret plans and technical specifications related to traffic signals and associated street construction.
5. Determine progress, workmanship, and character of the construction work, and observes work at all stages to ensure compliance with approved plans and specifications.
6. Identify and locate bases, handholes, power supply, and detectors per plans and make final adjustments to locations.
7. Prepare bid documents for construction and maintenance projects. Prepare and publish Notice to Contractors. Determine special provisions and conditions for the project regarding equipment, materials, traffic control, and construction methods, and incorporate them into the bid documents. Recommend project working days, liquidated damages, cost estimates, and material quantities.
8. Review bids and prepare bid tabulation spreadsheet.
9. Coordinate project work with utilities and others during the construction activities.
10. Measure in-field as-built quantities, enter into pay estimate spreadsheet, and submit to assigned Professional Engineer for approval.
11. Utilize computer software applications such as word processing and spreadsheets for construction notes and record keeping.
12. Keep as-built plans up to date on all signal installations.

IMPORTANT FUNCTIONS:

1. Prepare news releases for work zone traffic management and/or changes in operations or enhancements to existing or new traffic signals.
2. Attend conferences, workshops, seminars, and other training for development purposes.
3. Perform minor office administration tasks such as copying, faxing, operating a copy machine, photo taking of projects, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Knowledge of methods, materials, practices and techniques involved in traffic signal construction or other public works construction projects; a knowledge of math as it applies to construction work and cost estimating; applicable federal, state, and local laws governing traffic signal design and construction, and the application of Americans With Disabilities Act (ADA) requirements to street right-of-ways.

Abilities

Perform construction oversight duties; read, understand, and interpret plans and specifications; prepare standard construction specifications; review and prepare payment statements; effectively plan and coordinate the work of contractors; follow oral and written instruction; communicate effectively and courteously with associates, contractors, and general public; ability to keep accurate observation records and to make reports; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Any combination of five (5) years experience in traffic signal installation or maintenance with an emphasis on construction and installation, which includes a minimum of one year in street construction activities (sidewalks, storm or sanitary sewer, traffic signals, or roadways). Directly related education may be substituted for up to two years of experience on a year-for-year basis.

Physical Requirements

Performs bending and reaching to below ground level and overhead, lifts, carry, pushes and pulls up to 50 pounds, holds and grips objects, operates a computer keyboard and mouse, distinguishes primary colors, views construction sites for oversight purposes.

Working Environment

Both indoor (general office) and outdoor working environment, may be exposed to extreme weather conditions, dust, pollen, constant and extreme noise due to general oversight of city construction sites, subject to safety hazards associated with working around construction work.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operators License.

Miscellaneous Requirements

May be required to work some extended hours during evenings and weekend due to contractors’ schedules.

Last Revision:	February 17, 2012	GENERAL ORDINANCE NO. 5935
Comments:	Updated Abilities	Date: June 27, 2011

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:** _____