

JOB DESCRIPTION
CITY OF SPRINGFIELD, MO

HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION

Job Title	<u>Signal Trainee</u>
Sch. & Grade	<u>PAT-5</u>
Class Code	<u>CO16</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Traffic Signal Repair</u>

PRIMARY FUNCTION:

Receives training and instruction to perform entry level traffic signal work in order to promote to the Signal Crew Worker position.

SUPERVISION:

Under the direct supervision of the Supervisor of Signal Operations. Receives direction from other Traffic Signal staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists signal crewmembers in troubleshooting in the field and restoring operation to traffic signal control devices that have undergone electrical, electronic equipment or electrical wire/cable failure due to vehicular accidents, vandalism, adverse weather, or construction.
2. Learns to interpret work using electronic schematics, wiring diagrams, blueprints, and technical repair manuals.
3. Assists in the assembly, installation, repair and maintenance of traffic signals and related equipment.
4. Tests traffic signal control equipment and related devices to learn to identify defects in equipment.
5. Learns to program various types of computerized traffic signal controllers.
6. Prepares required work reports and maintains necessary records.
7. Drives vehicles such as pick-ups, vans, lift trucks, etc. to a variety of work sites.
8. Utilizes a variety of tools and equipment associated with signal maintenance and repair including solder iron, VOM, drills, saws, etc.

IMPORTANT FUNCTIONS:

1. Cleans tools and maintains a neat and orderly work area.
2. Performs office administration tasks such as filing, copying, faxing, and data entry work.
3. Attends workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Basic principles and terminology of electricity and electronics; techniques, tools, methods and materials used in electric wiring and circuitry.

Abilities

Learn and apply job-related material through oral instruction and observation which takes place mainly in an on-the-job setting; assist in the assembly, installation, maintenance and repair of traffic signal equipment; read and understand electronic schematics, wiring diagrams, blueprints, and technical repair manuals; utilize tools and equipment associated with traffic signal maintenance and repair in accordance with safety principles; work at heights up to thirty 40 feet above the ground; follow oral and written instructions; communicate effectively verbally; deal effectively and courteously with associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a 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

Requires any combination of two years of education, training, and/or experience in electronics or electrical systems.

Physical Requirements

Performs bending, climbing, squatting, twisting, kneeling, and reaching both to ground level and overhead; lifts, carries, pushes, and pulls up to 75 pounds; must be able to 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.

Working Environment

Primarily outdoors with exposure to dust and pollen as well as a variety of extreme weather conditions; susceptible to electrical and mechanical hazards associated with equipment and signals as well as other safety hazards due to working in and around traffic; may also be subject to working in cramped work spaces.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Participates in overnight and weekend trouble call duty with other traffic signal repair workers or crew workers.

Last Revision:	February 17, 2012	GENERAL ORDINANCE NO.	5824
Comments:	Updated Abilities	Date:	June 15, 2009

<p>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.</p>

Signed: _____

Date: _____