

DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Signal Systems Operator DEPARTMENT/DIVISION: Public Works REPORTS TO: Traffic Operations Supervisor

SUMMARY: Responsible for performing activities related to programming traffic signal systems, video monitoring and signal timing plans. Responsible for maintaining signal timing data, programming timing plans, flashers and field adjustments. Trains Signal Technicians on Traffic Management Software. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- May serve as a lead to lower sign and signal crew staff, which includes: prioritizing, assigning, and monitoring work; providing direction; and/or, performing other related activities.
- Maintains current signal timing data for traffic signals utilizing a centralized computer system.
- Implements programming of signal timing plans, school zone flashers, and field adjustments of applicable signals.
- Participates in/on a variety of meetings, committees, and/or other applicable groups to receive and/or convey information.
- Performs inspections of work performed by external contractors involved in constructing traffic signals, installing street lights, and performing underground boring.
- Participates in performing plan reviews to ensure compliance with applicable codes and ordinances.
- Responds to emergency and on-call situations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• May serve as a lead to sign and signal crew members.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable traffic management software systems;
- Knowledge of closed-loop coordinated single systems;
- Knowledge of traffic signal operations;
- Knowledge of construction principles;
- Knowledge of basic electronic principles;
- Knowledge of safe work methods;
- Knowledge of general design standards;

- Knowledge of signal construction principles and practices;
- Skilled in prioritizing and assigning the work of lower level staff;
- Skilled in preparing and maintaining a variety of records related to operational activities;
- Skilled in performing mathematical calculations;
- Skilled in programming traffic signals;
- Skilled in reading and interpreting schematics and blueprints;
- Skilled in troubleshooting and resolving problems related to traffic signals;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in operating applicable tools and equipment of the trade;
- Skilled in performing advanced repair and maintenance activities;
- Skilled in performing construction activities;
- Skilled in performing manual labor;
- Skilled in observing safety rules and regulations;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Four years of related traffic signal timing, maintenance, and troubleshooting experience.
- Requires a valid Commercial Driver's License, Class A.
- Work Zone Safety Certification.
- IMSA Level II Certification.
- ACTRA Programming Certification.

PREFERENCES:

None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 100 pounds.
- Work is typically performed in standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.
- Potential exposure to risk of electrical shock.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.