

**MAJOR FUNCTION**

This is skilled technical work in the supervision of the daily operation and maintenance activities and planning of the Tallahassee Advanced Transportation Management System, (TATMS), Traffic Signal Operations Unit. Work is performed under the general direction of a higher-level professional and is evaluated through observation, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises the installation, maintenance and repair of all types of electrical and microprocessor based traffic control and communications systems. Supervises all work required in the installation, repair, upgrade or modification to traffic signal and control equipment including, but not limited to: overhead signal optical units, cable and mast arms, poles, pole or ground mounted control equipment and cabinets, underground conduit, cable and vehicle detectors, underground or overhead fiber optic interconnect and communication equipment, ground or shoulder mounted optical assemblies and control and overhead signs. Directs field crews performing on call and preventive maintenance on field equipment. Directs the asset protection operation, (underground location). Directs the heavy maintenance, mast arm paint refurbishment program. Assists traffic engineers with reviewing of plans, specifications and signal operating plans. Conducts random intersection inspection to verify proper operation of equipment. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of subordinate personnel. Conducts performance evaluations and recommends the approval or denial of merit raises. Performs related work as required.

**Other Important Duties**

Develops preventative maintenance schedules and standard operating procedures. Utilizes databases to track trends and equipment performance issues. Coordinates with other departments on projects in the right-of-way. Coordinates with other traffic signal construction projects being performed by contractors for City, County or FDOT projects. Inspects other projects before acceptance of maintenance. Coordinates with the TATMAS Traffic Management Center to develop work programs and schedules. Helps develop and update emergency operations plans and implementation. Develops and or arranges for employee technical training and development programs. Performs the purchasing needed for goods, equipment and services for Construction and Maintenance. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of accepted methods of installing, analyzing malfunctions, and repairing traffic control, communication and vehicle detection equipment. Thorough knowledge of the proper use and care of electronic test equipment and tools. Thorough knowledge of local electrical codes. Thorough knowledge of standard methods and safety practices in the electronic and electrical field. Considerable knowledge of standard practices, tools and terminology of the electrical trade, particularly as it relates to modern traffic signal designs. Considerable knowledge of modern computerized traffic control systems, particularly Advanced Traffic Control Systems. Extensive knowledge of Florida Department of Transportation Specifications and Design Standards for traffic control devices. Extensive knowledge of the Manual on Uniform Traffic Control Devices. Extensive knowledge of AutoCAD and ArcGIS design software. Knowledge of telecommunications industry practices and standards, National Electrical Code (NEC) communications terms and technologies. Knowledge of telecommunications systems and associated end user devices. Knowledge of the City's electrical code. Knowledge of basic electric and/or electronic theory. Knowledge of recommended safety practices of the trade. Knowledge of the operation of modern traffic signal

control and communication equipment. Ability to read and interpret complex electrical or electronic diagrams, schematics, blueprints and engineering drawings and plans. Working knowledge of the concepts and technology incorporated into modern digital computers. Working knowledge in the operation and maintenance of Windows server and client equipment. Basic knowledge of the operation, adjustments, and maintenance of standard computer input/output equipment. Ability to read and understand wiring diagrams. Ability to express oneself clearly in oral and written form. Ability to supervise the work of others. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to work overhead or underground. Skill in the use of computers and Windows based applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of experience as a Traffic Management Technician that includes the maintenance, repair and installation of electronic traffic control equipment, or an equivalent combination of training and experience. Two years of the required experience must be in a supervisory capacity. Certification as an International Municipal Signal Association Traffic Signal Technician III may substitute for two years of the required work experience as a Traffic Management Technician.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment. Must obtain The Florida Department of Transportation Intermediate Maintenance of Traffic Certification within 6 months of initial employment and maintain the certification as a condition of continued employment. Must possess International Municipal Signal Association Traffic Signal Technician II certification at the time of appointment and maintain the certification as a condition of continued employment. Must possess International Municipal Signal Association Traffic Signal Inspector certification at the time of appointment and maintain the certification as a condition of continued employment.

Established: 09-16-17