

MAJOR FUNCTION

This is responsible technical, administrative, and supervisory work in planning, organizing, and directing the activities of the Traffic Signal/Intelligent Transportation System (ITS) Maintenance and Construction Unit of the Traffic Operations Section. Work is performed under the general direction of the Manager-Traffic Operations and is evaluated through observation, reports and by results obtained.

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

Manages, supervises, and evaluates the work of staff in the installation, operation, maintenance, repair, and upgrade of traffic signals, electronic control devices, ITS devices, and related components associated with Tallahassee's Advanced Transportation Management System (TATMS). Develops preventative maintenance schedules, standard operating procedures, and policies to meet short- and long-term objectives. Utilizes databases and other tools 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. Develops and or arranges for employee technical training and development programs. Prepares short- and long-range plans, estimates, staffing projections, and assists with budget. Ensures staff have proper tools, vehicles, equipment, and materials. Prioritizes own work, work of others, and assigns work to personnel. Resolves procedural, operational, and other work-related problems by gathering information, evaluating and making a decision. 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

Assists traffic engineers with reviewing plans, specifications, and signal operating plans. Assists in developing, updating, and implementing the emergency operations plan. Assists in developing and maintaining Technical Special Provisions. Consults with staff at the Traffic Management Center as required on all systems related problems, especially those involving fiber-optic technology and the ITS network. Performs related work as required. Individuals in this classification are considered essential during emergency and storm situations.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of accepted methods of installing, operating, maintaining, and repairing traffic signals, electronic control devices, and ITS devices. Thorough knowledge of the proper use and care of electronic test equipment and tools. Thorough knowledge of standard methods and safety practices in the electronics and electrical field. Considerable knowledge of Advanced Traffic Control Systems and ITS infrastructure. 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. Knowledge of telecommunications industry practices and standards. Knowledge of the National Electrical Code (NEC). 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. 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 seven years of experience as a Traffic Signal Technician that includes experience in the construction, maintenance, and repair of traffic signals and ITS devices, Certification as an International Municipal Signal Association Traffic Signal Technician III may substitute for two years of the required work experience as a Traffic Signal Technician. Two years of experience in a supervisory or team/project lead capacity is required.

Necessary Special Requirements

Must possess a Class E Driving License at the time of appointment.

Must possess International Signal Association Traffic Signal Technician II certification at time of appointment and maintain the certification as a condition of 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 obtain International Municipal Signal Association Traffic Signal Technician III and Traffic Signal Inspector certifications within two years of employment and maintain the certifications as a condition of continued employment.

Established: 09-16-17

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10-23-23