

CITY OF BURBANK

TRAFFIC SIGNAL MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to manage the maintenance, repair, and testing of traffic signals, parking and traveler information, and intelligent transportation systems for the City of Burbank; and perform related duties as required.

ESSENTIAL FUNCTIONS

Plans and directs the programming, troubleshooting, maintenance, repair, testing, and configuration of various traffic signal and intelligent transportation equipment, including but not limited to controller units, conflict monitor units, flashers, relays, input and output devices, poles, signal heads, conduit, pull boxes, conductors and wiring, bonding, vehicle detectors, bicycle and pedestrian detectors, intersection lighting, batteries and battery backup units, pan-tilt-zoom and video detection cameras, changeable message and parking information signs, twisted pair and fiber optic cabling, and fiber optic plant, and other traffic control devices; prepares specifications, makes recommendations, and orders materials, supplies, and electronic equipment for the maintenance, repair, and testing of traffic signals and safety lighting; plans and directs the emergency repair of system devices; oversees all contract work and construction performed on traffic signals, parking and traveler information, and intelligent transportation systems; sets up and maintains temporary traffic control equipment; installs traffic signal parking and traveler information, and intelligent transportation devices as required by the Traffic Engineering Section and the Traffic Management Center; drafts, reviews, and updates working procedures, safety guidelines, and performance reports; maintains a computerized record system of all maintenance and repair work; prepares and maintains records and reports, both manually and electronically; conducts regular safety meetings; maintains and tests all work machinery, equipment, tools, and personal protective devices; operates a computer with related software; exercises independent judgement and decision making based on standard policy or working procedures; ensures that employees follow proper safety policies and working procedures; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of – traffic signal maintenance and repair principles, methods, practices, and techniques; fundamental electricity and electronics as related to traffic signals, intersection lighting, parking and traveler information, and intelligent transportation systems; operations and maintenance of copper and fiber optic communications systems; instrumentation, scales, measurements; occupational hazards and safety procedures; principles of electricity, electronics, and mathematics; the National Electrical Code (NEC), California Department of Occupational Safety and Health, and California Manual on Uniform Traffic Control Devices Chapter 6 standards; principles and practices of sound personnel management and supervision; proper spelling, grammar, and punctuation.

- Skill in – preventive maintenance and repair programs; diagnosing, testing, and repairing electronics and electrical systems; utilizing devices, tools, and equipment for electrical and mechanical work; discerning potentially dangerous situations; exercising independent judgement and decisions based on standard policy or working procedures; operating modern computers and related software; personnel management and supervision.
- Ability to – plan and prepare work assignments ; maintain records; read and interpret complex drawings, specifications, and contractual agreements; follow and enforce safety policies and working procedures; acquire a working knowledge and implement best practices for construction and operation of traffic signals and intelligent transportation systems; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor of Science Degree in Electrical Engineering or related field and three years of experience working with traffic signal construction, troubleshooting, or repair experience, and one year of supervisory experience; or International Municipal Signal Association (IMSA) Traffic Signal Technician Level II or State of California Department of Industrial Relations Electrician certification, and three years of experience working with traffic signal construction, troubleshooting, or repair experience, and one year of supervisory experience; or graduation from high school or equivalent and six years of experience working with traffic signal construction, troubleshooting, or repair experience, and one year of supervisory experience.

Special Conditions & Requirements: The ability to move objects weighing up to 30 pounds, exert physical effort required to operate machinery and power equipment, bend in all directions, climb stairs and ladders, work at heights up to 50 feet, walk on uneven surfaces, make field observations, and remain in a stationary position for extended periods of time. COLOR VISION: Keen Color Vision.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment. IMSA Traffic Signal Technician Level II certification within twelve months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: IMSA Traffic Signal Technician Level III certification.