

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 5, 2020 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION – SIGNAL TECHNICIAN	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RANDY TRAIL HUMAN RESOURCES DIRECTOR

SYNOPSIS

A position description for that of Signal Technician is presented for review.

FISCAL IMPACT

The FY21/22 Biennial Budget provides funding for this position.

RECOMMENDATION

Approval.

BACKGROUND

Traffic control has historically fallen within the responsibility of the Maintenance Worker II – Streets position. However, it has been managed by one individual who has gained the skill and knowledge required to keep traffic moving efficiently within the City.

Because of the increasing complexity of traffic control devices and the experience and knowledge required to maintain them, the duties no longer match those of the Maintenance Worker II – Streets position.

To recognize the technical nature of managing and maintaining traffic control devices and to ensure our ability to hire and retain personnel to do so, the new position of Signal Technician is needed. This position is rated as a grade 14 with a wage range of \$22.37 - \$32.74 per hour and is included in the FY21 budget.

A complete job description for this position has been included for review.

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Signal Technician
Position Reports To: Street Superintendent
Position Supervises:

Description

Under the direction of the Street Superintendent, the Signal Technician installs, maintains and repairs traffic signal control equipment, signs and pavement markings.

Essential Functions (with or without reasonable accommodation)

1. Perform field and shop repairs on computer operated traffic signal control equipment including, but not limited to, locating and correcting power and traffic controller signal failures.
2. Inspect, maintain and repair electrical motors, controllers, signal lights, flasher units, time clocks, relays, switches, control boxes, tubes, fuse boxes and other components of traffic signals.
3. Replace and repair signals bulbs, visors and cables.
4. Check timing of signal intervals and perform complex adjustments to equipment.
5. Operate a lift truck in the performance of signal repairs.
6. Replace and/or repair signs, sign hardware, and signposts.
7. Paint street markings, pavement lines and curb markings.
8. Maintain records of work performed, signal and sign locations, inventories of signal and sign parts and material.
9. Perform job duties in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
10. Modify existing equipment when necessary.
11. Fabricate unavailable parts and circuitry when possible.
12. Conduct traffic count studies by using automated machinery and associated software programs.
13. Utilize critical thinking and exercise considerable professional discretion in the resolution of traffic signal issues.
14. Operate heavy and light equipment during snow removal operations.
15. Operates heavy and light construction equipment as required.
16. Request utility locates and manage locate information.
17. Provide technical staff assistance to the Street Superintendent and City Engineer.
18. Address citizen questions and inquiries.
19. Procure necessary materials, supplies and equipment.
20. Assist in the set-up and tear-down of special events.
21. Must be available for 24-hour contact or call-out.
22. Perform other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

1. Work indoors and outdoors year-round and during periods of inclement weather.
2. Perform work in areas that could be dusty, noisy, confined or present routine maintenance and construction hazards.
3. Perform a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, climbing, scooping, raking and shoveling.
4. See, including the requirements of close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Hearing correctable to a level adequate to communicate verbally.
6. Perform heavy work exerting in excess of 75 pounds of force occasionally, 50 pounds of force routinely, and 30 pounds of force frequently, to lift, carry, push, pull, tighten or loosen.
7. Ascend and descend ladders to, and work from heights of 20 feet or more.
8. Safely enter, exit and operate motor vehicles and equipment including but not limited to snowplows, dump trucks, picks, street cleaners, mowers, tractors, back hoes and skid steers.
9. Regular attendance as scheduled, or as otherwise necessary to fulfill the requirements of the position.
10. Access and maneuver rough terrain.
11. Enter and exit confined spaces such as sanitary manholes and utility vaults.

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. Must possess and maintain a valid driver's license.
3. Must be able to acquire a valid class "AO" commercial driver's license and all CDL endorsements the City deems necessary, within six months of hire.
4. Three (3) years of public works experience.
5. The City may accept any equivalent combination of education and experience.
6. Must obtain the following IMSA certifications within 24-months of hire and maintain throughout the course of employment:
 - Work Zone Traffic Control Safety
 - Signs and Markings Level I
 - Signs and Markings Level II
 - Traffic Signal Technician Level I
 - Traffic Signal Field Technician II

Knowledge, Skills and Abilities

1. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
2. Knowledge of the assembly and operation of computer-operated traffic signal equipment.
3. Knowledge of materials, methods, practices and equipment used in the maintenance and repair of traffic signals, signs and pavement markings.
4. Knowledge of traffic signal functions and standard practices in the field of traffic control.

6. Knowledge of the occupational hazards and ability to apply safety precautions of electrical work.
7. Ability to safely and effectively perform job duties at various heights while working from a truck mounted lift apparatus.
8. Ability to apply the MUTCD and departmental policies and procedures in the performance of job duties.
9. Ability to communicate clearly and concisely, both orally and in writing.
10. Ability to read and understand blueprints and schematics.
11. Intermediate computer skills, including knowledge of MS Office programs Outlook, Word and Excel; traffic signal programming and ability to learn other computer skills.
12. Ability to work independently without supervision.
13. Ability to analyze situations and adopt an effective course of action.
14. Knowledge and understanding of safety principles.
15. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
16. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

Contributions this Position Makes to the City

This position provides critical professional assistance to the Street Superintendent and contributes to the success of the City and the safety of its residents by working closely with the Public Works staff to maintain and repair traffic signals, signs and pavement markings.

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Background checks and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

Signature

Date