

## City of Mission Job Description

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Job Title: **Head Traffic Light Technician** Classification: **Non- Exempt**

Department: Streets  Division:

Supervisor: Streets Director Effective: 12/03/2008

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### I. JOB SUMMARY

The individual is responsible for supervision and performing skilled work in the installation and maintenance of electric and electronic traffic control devices. Exercise considerable independence in managing and directing assigned operations within established policies, applicable rules and regulations and program objectives. Individual must be able to interpret electrical schematic and read blueprints. Duties are performed under the supervision of a superior who evaluates work through meetings, observations and review daily work reports. Prepares required reports/records on assignment (s) and submits the reports to the Streets Director. Performs all work activities in accordance with proper safety procedure in accordance with job. Performs all repair project assignment (s) to be in compliance with **All City**, county, and state building codes. This position has some supervisory responsibilities. Individual will perform other duties assigned by department head/supervisor when needed.

### II. EDUCATION REQUIREMENTS/KNOWLEDGE/EXPERIENCE

- High school diploma or G.E.D required.
- Must have oral and written communication skills in English and Spanish to at least the 8<sup>th</sup> grade level.
- Must have completed a two-year technical program in electronic technology; or an equivalent combination of experience and on the job training.
- Must have considerable progressively working knowledge and experience in the installation, maintenance, and repair of electrical and electronic traffic control devices.
- Some knowledge of the principles of supervision, organization, and administration.
- Considerable knowledge of the occupational hazards and safety precautions involved in the work.
- Thorough knowledge of the principles of electro-mechanical, and electronics theory as related to work assignments.
- Knowledge of general and specific city, county, and state building codes.

### III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

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#### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to plan, assign, and supervise the work of subordinates and to instruct them in proper work methods and procedures.
- Ability to diagnose and supervise the repair of malfunctions in traffic signal and related equipment.
- Ability to establish and maintain effective working relationships as necessitated by work assignments and with the general public, supervisor, and co-workers.
- Ability to interpret City policies and procedures as related to the job.
- Ability to perform independent of constant supervision.
- Ability to make decisions based on personal judgment.
- Ability to deal effectively with the general public, supervisor, and co-workers.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Skill in the use and care of tools, equipment, and materials used in the work.

#### **V. ESSENTIAL JOB FUNCTIONS**

- Repair and maintain all traffic lights within the City.
- Follow detailed instructions involving location, work to be done, methods, materials and equipment to be used.
- Individual will also be doing manual labor when necessary.
- Using power equipment and hand tools to perform the tasks/repairs on traffic lights.
- Individual will need to calculate and estimate materials needed to complete projects.
- Install wiring in buildings, know the basics in carpentry, plumbing, air condition repairs, and the care of buildings.
- Keep accurate record of all materials and time used on each job performed for the City.
- Keep accurate record of jobs performed as directed by supervisor.
- Determine proper tools and materials necessary for work to be performed on assigned maintenance projects.
- Follows directed sequence of work activities for smooth and correct integration of all disciplines to be working on the project (s).
- Prepares report/records of work performed on each project assigned and submit to supervisor as directed.
- Interprets City policy and procedures as related to assigned job.
- Perform activities on project (s) to be in compliance with **ALL CITY**, count, and state building and safety codes.
- Perform **all** job functions with special attention to good public relations, safety, and proper procedures.
- Test continuity of circuit to insure electrical compatibility and safety of components and repair faulty electrical equipment or system.
- Installs traffic lights controls and distribution apparatus, such as switches, relays, and circuit-breaker panels.

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- Splices wires by stripping insulation from terminal leads with knife or pliers, twisting or soldering wires together, and applying tape or terminal caps.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit.
- During weather emergencies individual will be doing sand bags and any other duties assigned by the supervisor.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- **None**

**VII. EQUIPMENT/MATERIALS**

Safety equipment/materials to include but not limited to the following:

- City vehicle, Telephone, 2-way radio
- Beeper, Street cones, Cell phone
- Electrician tools, Clip board, Pens & pencils
- Safety glasses, Raincoats, Rain boots
- Safety orange vests, Different size ladders, Different size wire
- Tool pouch, Power tools, Drills
- Policy & procedure handbook- Safety gloves , Uniform
- Electronic diagnostic instruments

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	<b>None</b>			
Wet humid conditions (non-weather)			<b>X</b>	
Work near moving mechanical parts			<b>X</b>	
Work in high, precarious places		<b>X</b>		
Extreme cold (non-weather)		<b>X</b>		
Extreme heat (non-weather)				<b>X</b>
Fumes or airborne particles		<b>X</b>		
Outdoor weather conditions			<b>X</b>	
Toxic or caustic chemicals		<b>X</b>		
Risk of electrical shock			<b>X</b>	
Work with explosives	<b>X</b>			
Risk of radiation	<b>X</b>			
Extreme Noise		<b>X</b>		
Vibration		<b>X</b>		

**IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip carpentry, plumbing, and electrical tools. Fine finger dexterity is required to hand write notes and repair traffic lights.

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**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Pick up tool pouch, hammer, drills, screw drivers.
	6-10 lbs	<b>C</b>	Tool box, tool pouch, hammer, drills, screw drivers.
	11-20 lbs	<b>C</b>	Tool box, tool pouch, ladder, drill, safety equipment.
	21-25 lbs	<b>F</b>	Tool box, tool pouch, ladder, drill, safety equipment.
	26-50 lbs	<b>F</b>	Tool box, ladder, safety equipment, electrical tools.
	51-75 lbs	<b>O</b>	Tool box, ladder, safety equipment, electrical tools.
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>C</b>	Pick up tool pouch, hammer, drills, screw drivers.
	6-10 lbs	<b>C</b>	Tool box, tool pouch, hammer, drills, screw drivers.
	11-20 lbs	<b>C</b>	Tool box, tool pouch, ladder, drill, safety equipment.
	21-25 lbs	<b>F</b>	Tool box, tool pouch, ladder, drill, safety equipment.
	26-50 lbs	<b>F</b>	Tool box, ladder, safety equipment, electrical tools.
	51-75 lbs	<b>O</b>	Tool box, ladder, safety equipment, electrical tools.
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>C</b>	Pick up tool pouch, hammer, drills, screw drivers.
	6-10 lbs	<b>C</b>	Tool box, tool pouch, hammer, drills, screw drivers.
	11-20 lbs	<b>C</b>	Tool box, tool pouch, ladder, drill, safety equipment.
	21-25 lbs	<b>F</b>	Tool box, tool pouch, ladder, drill, safety equipment.
	26-50 lbs	<b>F</b>	Tool box, ladder, safety equipment, electrical tools.
	51-75 lbs	<b>O</b>	Tool box, ladder, safety equipment, electrical tools.
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	Electric ladder to repair traffic light.
<b>BALANCE</b>	<b>O</b>	Electric ladder
<b>STOOPING</b> (bending at waist)	<b>F</b>	Check controller box
<b>KNEELING</b> (one or both knees)	<b>F</b>	Doing repairs to controller
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	To check trenching and wiring of building.
<b>CRAWLING</b>	<b>F</b>	To check trenching and wiring of building.
<b>REACHING</b>	<b>F</b>	Reach from ground level to overhead with up to 25 pounds of weight for maintenance on traffic light and buildings.
<b>TWISTING/TURN</b> (rotation)	<b>C</b>	Up to 180 degrees and waist to shoulder, need to be level to perform inspections as needed to do job and while driving a city vehicle.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Tools during repairs and maintenance, work orders, reports, wires, drill, screw drivers, pen, pencil, electrical equipment.
<b>STANDING</b>	<b>F</b>	During inspections and while doing repairs in general.
<b>WALKING</b>	<b>F</b>	Job site, meetings, inspections
<b>SITTING</b>	<b>F</b>	While driving city vehicle, meetings, taking breaks.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Work orders and reports and handle tools, materials, and equipment necessary to perform work activities which have been assigned.
<b>GRASPING</b> (w hole hand activities)	<b>F</b>	Work orders and reports and handle tools, materials, and equipment necessary to perform work activities which have been assigned.

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date