



# TRAFFIC SIGNAL TECHNICIAN

## JOB DESCRIPTION

<b>Department:</b> Public Works	<b>Division:</b> Operations
<b>Work Location:</b> Urbana Public Works	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service ; Union	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Electrical Supervisor	<b>Union:</b> Union (AFSCME)

## JOB SUMMARY

The Traffic Signal Technician is responsible for maintaining and repairing traffic signals at designated City of Urbana intersections; maintaining and repairing pedestrian crossing signals including speed radar display devices; locating and repairing faults on electrical cables; assisting in the design and inspection of traffic signal and street lighting installation; maintaining Departmental electronic devices; and performing locates of City maintained utilities per J.U.L.I.E. requests.

## ESSENTIAL FUNCTIONS

1. Replaces complete traffic signals and street lights, overload devices, worn-out parts, visors, lenses, signals, and signal heads as needed or scheduled; adjusts signal heads as needed.
2. Inspects, replaces, and programs traffic signals and pedestrian signal controllers; inspects emergency vehicle preemption systems on a semi-monthly basis to ascertain proper operation.
3. Notifies Arbor Division of tree limbs that obscure the view of traffic signals.
4. Turns on and repairs cabinet heaters in fall and turns off in spring. Maintains ventilation in summer.
5. Responds to emergency calls pertaining to malfunctioning traffic signals or damage to signals, including such as from storms or accidents; enters damage reports. Evaluates damage and conduct emergency repair of traffic control devices due to accidents, malfunctions, and weather.
6. Replaces signal equipment as scheduled.
7. Maintains parts inventory list; recommends and participates in the purchase of all traffic signal, street lighting and sign related parts and equipment.
8. Assists in traffic studies as assigned.
9. Recommends modifications for improving signal equipment to reduce maintenance costs and improve safety and efficiency of traffic flow.
10. Assists in inspection and design of traffic and street lighting installation for conformance with standard specifications and special provisions.
11. Purchases miscellaneous supplies and parts as authorized.

12. Maintains telemetry equipment for City at Vine Street lift station.
13. Maintains records of signal equipment and submits State reimbursement forms.
14. Prepares written documentation for the Electrical Supervisor and the Operations Manager of recent problems, changes and condition of signal equipment annually.
15. Completes work orders and updates asset information utilizing work order/asset management software.
16. Locates City maintained utilities in the field as needed.
17. Performs preventative maintenance and repairs of outdoor warning sirens.
18. Assists with snow and ice removal utilizing various size dump trucks, construction equipment and hand tools.
19. Performs other related duties as assigned.

## **JOB SPECIFICATIONS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Knowledge typically acquired through an Associate's degree in Electronics or Electrical Engineering plus two (2) years of experience in electronics OR five (5) years as a journey-level electrician.

### **Knowledge of:**

- Standard practices, materials, tools and equipment used in electronic electrical trade work.
- Occupational hazards and safety precautions necessary in electrical circuits and wiring systems and ability to apply knowledge to work problems.
- Standard specifications for traffic signals and street lighting.

### **Skills**

- Computer skills sufficient to perform the essential functions of the job. This entails knowledge of, or ability to learn, various computer software applications including word processing, spreadsheets and traffic signal software.
- Communication skills using tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information

### **Ability to**

- Detect defects in traffic signals, school crossing signals, and street lighting.
- Safely operate an aerial truck and other City vehicles.
- Safely lift and maneuver up to seventy-five (75) pounds.
- Interact with others in a tactful and effective manner.
- Adapt to performing under stress when confronted with emergencies and frequent deadlines.

- Read a variety of records, reports, policy and procedure manuals, codes, etc., ranging from moderately complex to highly technical terminology. Requires the ability to prepare forms and reports using prescribed formats and adhere to rules of grammar, spelling, diction and punctuation.

**Licenses, Certifications and Memberships Required**

- Must possess, or obtain within sixty (60) days of employment, a Class B Commercial Driver's License with an air brake endorsement and maintain a safe driving record. Requires International Municipal Signal Association (IMSA) Work Zone Traffic Control Safety Certification, IMSA Traffic Signal Level I and IMSA Traffic Signal Level II within four (4) years of employment.

**Special Requirements**

- As a safety sensitive position, the incumbent is subject to drug and alcohol testing per department and City policy.
- Position requires incumbent to be subject to call-out for emergency situations; must be accessible for contact via a designated cell phone for response 24/7.

**Supplemental Information**

**Supervision received**

- Work typically occurs under general supervision, where the incumbent is responsible for developing procedures for performance of a variety of duties or performs complex duties within established policy guidelines.

**Level and complexity of supervision exercised**

- This position is not responsible for supervising any staff positions.

**Physical Demands and Working Conditions**

- Involves routine and frequent exposure to electrical shocks, heights, and outdoor fieldwork year-round, including in adverse weather conditions. Working conditions involve work with live electrical wiring, near automobile fumes and traffic, and working from aerial platforms and ladders. Some work will occur in an office environment.
- Vision: Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- Hearing: Ability to hear in the normal audio range with or without correction. Must be able to hear and understand communications through telephone and radio.
- Motor Coordination: Requires the ability to coordinate hands and eyes in manipulating small items and components of electronic devices and equipment.
- Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, buttons, switches, catches, etc. Must have high levels of eye/hand/foot coordination.
- Color Discrimination: Requires the ability to differentiate colors and shades of color.

**Job Dimensions**

- Responsible for ensuring the safety of motorists, bicyclists and pedestrians, and other City employees while performing repairs on traffic signal equipment.

- Regular contact with the public, various state and local agencies, other City of Urbana departments, local contractors, and vendors.

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **Class Specification History**

- General revision: August 2018

*For HR/Finance Use*

<b>Title Code</b>	<b>Pay Grade</b>
<b>EEO Category</b>	