



CLASS SPECIFICATION FOR:

Traffic Signal Specialist Supervisor

General Statement of Duties:

Supervises assigned staff and manages the installation, maintenance, programming, troubleshooting and repair of the County's traffic control and traffic detection systems, devices, wired and wireless related communication components and supporting equipment Countywide; does related work as required.

Distinguishing Features of Class:

An employee in this job classification is a first-line supervisor with primary responsibility for the daily supervision of staff; develops weekly construction schedules and manages staff's daily work assignments for the assembly, programming, installing, servicing, testing, repairing and adjusting electrical, mechanical and programmable components of all traffic control and traffic detection systems and related components and equipment used Countywide; oversees inventories and preventive maintenance on equipment; inspects installations, repairs, modifications and work completed by contractors; responsible for monitoring the County's Automated Traffic Management System (ATMS), including troubleshooting and making necessary adjustments; and utilizes CCTV to monitor traffic conditions and the functioning of traffic control and detection systems. Serves as a working supervisor as needed by assisting with and performing complex installations, maintenance, programming, troubleshooting and repairs of the County's traffic control and traffic detection systems, devices, related components and supporting equipment. Works independently receiving general supervision from supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Responsible for the effective supervision of fulltime, part-time and temporary staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, including on-call assignments, creating and assigning work orders, and other related activities not limited to selection, training, coaching, disciplinary actions and development;
- Inspects traffic signal installations, modifications, repairs and other signal related construction performed by contractors to ensure work performed meets the signal design plan specifications and County standards;
- Provides contractors information related to locations of traffic signal equipment, including underground wiring;
- Creates and maintains accurate documentation, paper and electronic, and prepares required reports;
- Coordinates work to be completed by other County personnel/departments, contractors and Dominion Power;
- Trains or guides technicians in complex troubleshooting, diagnosing, and identifying appropriate solutions;
- Trains or guides technicians in complex installations, modifications, repairs and maintenance of traffic control and traffic detection systems and related components and equipment;
- Assists with the preparation of new traffic signals, including: marking locations of new signal poles, and cabinets in the field, reviewing signal plans for accuracy, and coordinating service hookups with the power company;
- Communicates verbally and in writing with contractors, utility companies, public safety and citizens about traffic control issues;
- Communicates with utility companies about power and communications hook ups and about relocating utilities that interfere with new traffic signal poles;
- Utilizes the Automated Traffic Management System (ATMS) to monitor intersection status, adjust timings, monitor system alerts and communications, and create logs and reports keeping the Assistant Traffic Engineer informed of critical alerts;
- Utilizes CCTV cameras to monitor traffic conditions and determine if traffic equipment is functioning properly, takes appropriate actions to address identified issues;
- Programs traffic control, detection and monitoring systems, components and equipment including Opticom Emergency Vehicle Preemption system equipment;
- Installs wiring inside both NEMA TS-1 and TS-2 traffic signal cabinets and programs controllers for proper operation, including Flashing Yellow Arrows;
- Serves as the lead advisor in reviewing, evaluating, and recommending the acquisition of new technologies and resources, including coordinating the installation, upgrading, and maintenance of agency software;
- Manages inventory for traffic signal section, including writing specifications, submitting orders and inventorying;
- Performs various duties assigned to technicians to manage workloads, including performing more complex activities;
- Maintains current knowledge of traffic control and detection systems and related equipment and tools and related federal, state and local guidelines, codes and regulations;
- Attends all required training and maintains all required certifications and licenses;
- Meets regularly with assigned staff to facilitate open, accurate and up-to-date communications and collaboration;
- Approves the selection of full-time, part-time, temporary and seasonal staff;
- Performs other duties as assigned.



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Traffic Signal Specialist Supervisor

Required Knowledge, Skills and Abilities:

Considerable knowledge of practices, procedures, materials and tools used in installing, maintaining, troubleshooting, repairing and operating traffic control and detection systems and equipment; considerable knowledge of various federal, state and local codes and regulations pertaining to traffic control; considerable knowledge of digital and microprocessor traffic control equipment; considerable knowledge of the principles and operation of computerized traffic signal systems; extensive knowledge of the installation and troubleshooting of wireless communication equipment; considerable working knowledge of the County's traffic control and traffic detection systems; requires thorough knowledge of work zone traffic control, occupational hazards, safety precautions, and safety regulations related to traffic control activities as well as County safety and risk management policies and practices; ability to perceive hazards and to take precautionary measures to ensure the safety of self and staff working in the County roadways; good mechanical aptitude; ability to read and interpret typical wiring diagrams; ability to read and write and to understand and follow complex oral and written instructions; ability to read and accurately interpret and implement traffic control blueprints and plans as well as wiring diagrams and cabinet schematics; basic skills in the use and care of hand, power and hydraulic tools, equipment, and materials; physical condition that permits such activities inherent to installing, servicing, repairing and maintaining traffic control and detection equipment and lighting and performing other assigned tasks such as heavy lifting, bending, stooping, moving and carrying equipment, and safely driving and working in/around varying traffic conditions and working under adverse temperature and/or weather conditions; ability to multitask and effectively manage competing priorities and make sound decisions; good supervisory skills including good training skills and the ability to effectively manage workloads and projects and to foster and maintain high morale and engagement; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; good oral and written communication skills; ability to express ideas and complex instructions clearly and concisely, orally and in writing; ability to establish and maintain good working relationship with County staff, contractors, vendors, customers and the public; ability to develop and maintain detailed accurate records and to make regular and special reports; basic accounting or other financial skills with sufficient ability to develop estimates, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; basic computer skills with ability to use computer for creating and approving timecards and leave slips, and for creating and maintaining accurate records in County systems; demonstrated ability to prepare accurate material estimates; personal accountability including teamwork and establishing and maintaining positive relationships with coworkers, department and other County staff; ability to work independently and as part of a team; excellent customer service skills; tact; and courtesy. Must be able to positively represent the County with the public. Requires ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: High school graduation/GED with completed coursework or formal training in electrical or electronics;

Experience: Seven (7) years of relevant traffic signal or utility marking experience, with a minimum of two (2) years of experience working on traffic signal equipment, and with a minimum of two years of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license with a safe driving record.
- Valid Flagger Certification from the Virginia Department of Transportation.
- Valid Class B CDL License with the endorsements necessary to operate County equipment and vehicles.
- Valid Fork Lift Operator Certification.
- May require IMSA International Municipal Traffic Signal Field Technician Certifications.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.