

**ELECTRICAL/TRAFFIC MAINTENANCE SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, supervises and coordinates the work of skilled electricians in the installation, repair, modification and inspection of the electrical systems for all City buildings, facilities, street lights and traffic signals; and the work of staff responsible for the installation and maintenance of traffic devices, road striping, and the removal of graffiti; coordinates assigned activities with other divisions, outside agencies and the general public; and to perform a variety of tasks relative to assigned areas of responsibility.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities for the installation, inspection, repair and modification of City electrical or electronic systems, and all City traffic road signs, delineators, object markers, barricades, guard rails, and crash cushions. Responsible for the installation and maintenance of the City road striping program to include painting traffic lines, pavement markings, legends, symbols, and crosswalks; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements; directs, coordinates and reviews the work plan for assigned electronic or electrical maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; coordinates electronic and electrical maintenance and repair programs with various contractors and outside agencies; schedules contractors for street light replacement; confers with City law enforcement officials regarding traffic safety issues; reviews work in progress and supervises the installation, inspection and maintenance of traffic signals, street lights, underground communication cables, building lighting systems, electrical control equipment and other electrical equipment or electronic systems; supervises all maintenance functions for traffic control; meets with staff and citizens regarding anti-graffiti activities; coordinates and oversees graffiti removal activities; reviews plans, specifications and sketches of work to be done; selects, trains, motivates and evaluates technical personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; performs related duties and responsibilities as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of an electronic, electrical repair and maintenance program;
- Electrical and electronic theories and applications;
- Methods, practices, materials, tools, equipment and techniques used in the installation and repair of electrical and electronic systems;
- Methods, practices, materials, tools, equipment, striping vehicle and techniques used in the installation of proper road signage, striping, paint selection, application, and storage;
- Manual on Uniform Traffic Control Devices (MUTCD);
- Current and applicable Standard Plans as issued by the California Department of Transportation (CALTRANS);
- Temporary Traffic Control Systems;
- Work Zone Safety;
- Principles and practices of traffic safety;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Supervise, direct and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Supervise and coordinate electrical or electronic maintenance functions;
- Coordinate maintenance and repair activities with those of other City departments;
- Read and interpret electrical drawings, schematics and plans;
- Read and interpret traffic engineering sign and pavement marking drawings and plans;
- Detect electrical problems and take effective action;
- Determine required changes based on current traffic conditions as outlined in the MUTCD;
- Supervise and coordinate sign and road striping installation and maintenance;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Experience and Training Guidelines**

**Experience:** Four years of experience as a journey level electrician including one year of lead supervisory experience.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized training in electronics, electrical theory or a related field; Successful completion of a State-accredited Electrician Apprentice Program.

**License or Certificate:** Possession of IMSA Traffic Signal Technician Certification; possession of, or ability to obtain, an appropriate, valid driver's license.

## **WORKING CONDITIONS**

**Environmental Conditions:** Field environment; travel from site to site.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles; visual acuity for reading schematics and plans.