



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Utility Service Technician – Traffic Signals	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: 10
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible technical work in the construction, fabrication, installation, maintenance and repair of City electrical, traffic control and other electrical/electronically operated equipment. Assists the Traffic Control Department in the fabrication and installation of traffic signage and application of road markings. Does related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Installs, repairs and maintains traffic control and signaling devices;
- Assists with other traffic control work;
- Follows policies and procedures of Public Works environmental program;
- Follows all applicable OSHA safety guidelines;
- Follows shop/city environmental practices and policies;
- Installs, repairs and maintains traffic signals, vehicle detection devices, emergency preemption controls, traffic signs and related traffic control devices;
- Performs preventative maintenance on electrical and electronic systems;
- Repairs and maintains electronic and electrical systems operated by the City;

- Removes, repairs and replaces major parts and minor sub-assemblies;
- Identifies defective components;
- Sets up and removes equipment for various work zone types;
- Provides flagging and traffic control in work zones;
- Assists the Traffic Control Department in the fabrication and installation of traffic signage;
- Assists the Traffic Control Department in the application of road markings;
- Performs repairs on and installs motors, pumps and other devices in Water Department systems;
- Performs scheduled On-Call duties in the Traffic signals, Traffic Control and Utility Pump Departments;
- Assists the Street Department with snow and ice removal and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of electronic and electrical systems;
- Basic knowledge of the operation of electronic and electrically operated traffic control devices;
- Ability to work around traffic and energized electrical systems;
- Ability to follow OSHA and general safety precautions for safe operations;
- Skilled in the use of hand tools, power tools and precision instruments;
- Ability to read and work from blueprints and analyze data and;
- Ability to follow oral and written instructions, and establish and maintain effective working relationships with associates and the general public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

The person must possess a valid high school diploma or equivalent and training in basic electricity and electronic theory and operation or considerable experience in the repair and maintenance of electrical and/or electronic equipment.

SPECIAL REQUIREMENTS:

The worker is required to wear safety equipment deemed necessary by the Department's safety and OSHA policies. Must be able to obtain a Virginia class "B" Commercial Driver's License, within 6 months of employment. Position may be required to work nights and week-ends to provide emergency repair of traffic and utility equipment. The employee is required to wear safety equipment deemed necessary and follow all applicable department's safety, environmental and OSHA policies. Employee must be able to work in adverse weather conditions. Random drug testing is required for individuals in this position.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Since this is strenuous work, the person must be able to lift up to 40 pounds of equipment into place. Work requires working in and around vehicular traffic, climbing, stooping, reaching, grasping, standing, walking, pushing, pulling, and lifting. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word, visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe traffic conditions. The worker is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None.

EXAMPLES OF EXPECTED DECISION MAKING:

With assistance utilizing blueprints and schematics, troubleshooting electrical and electronic circuitry worker shall be required to properly diagnose and repair traffic systems in an efficient and effective manner.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Utility Service Technician – Traffic signals will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: January 2022