



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Traffic Signal Technician	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: Grade 13
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Technician performs responsible technical work in the construction, fabrication, installation, maintenance and repair of City electrical, traffic control and other electrical/electronically operated equipment. Worker assists the Traffic Control Department in the fabrication and installation of traffic signage and application of road markings.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Install, repair and maintain traffic signals, vehicle detection devices, emergency preemption controls, traffic signs and related traffic control devices;
- Assists with other traffic control work;
- Perform preventative maintenance on electrical and electronic systems;
- Repair and maintain electronic and electrical systems operated by the City;
- Remove, repair and replace major parts and minor sub-assemblies;
- Identify defective components;
- Calibrate coordination and re-timing of traffic control devices;
- Purchase needed parts and supplies;

- Ensures all personnel are following OSHA and shop/city environmental practices and policies;
- Sets up and removes equipment for various work zone types;
- Provide flagging and traffic control in work zones;
- Assist the Traffic Control Department in the fabrication and installation of traffic signage and application of road markings;
- Perform repairs on and installs motors, pumps and other ancillary 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;
- Perform 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 and component parts;
- Ability to work around traffic and energized electrical systems;
- Ability to follow OSHA and general safety precautions for safe operations;
- Working knowledge of the content in the MUTCD, other FHWA documents and Virginia Work Area Protection Manual in the implementation of these tasks;
- Working knowledge of the N.E.C., Windows operating systems, Outlook, Word and Excel.;
- 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, prioritize work 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 advanced 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. Possession of a valid Virginia class "B" Commercial Driver's License, with no restrictions and a good driving record. Possession of a valid VA Department of Transportation approved traffic flagman's license. Position may be required to work nights and week-ends to

provide emergency repair of traffic and utility equipment. 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:

Position will supervise a semi-skilled utility service technician and may supervise non-skilled employees as the need arises.

EXAMPLES OF EXPECTED DECISION MAKING:

Technician by utilizing blueprints and schematics, troubleshooting electrical and electronic circuitry shall be required to properly diagnose and repair traffic systems in an efficient and effective manner. Person will be required to determine necessary items to purchase, dependent on what parts are on hand and tasks scheduled for the near future. Technician will be required to make minor budgeting decisions.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Traffic Signal Technician 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: 2019