Job Title: Signal Technician III

Department: Engineering

Immediate Supervisor: Traffic Operations Supervisor

Origination Date:	**07/01/2001**
Revision Date:	**08/16/2011**
Grade	**808**
FLSA Status	**Nonexempt**

BRIEF DESCRIPTION OF THE JOB:

Performs journey level work in the installation, operation and maintenance of electrical and electronically controlled traffic signal control devices. Troubleshoots problems in the field, restores operation to traffic control devices that have undergone electrical, electronic equipment or electrical wire/cable failure. Receives verbal and written direction from the Traffic Operations Supervisor.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Provides leadership by directing Traffic Signal Technicians and trainees in installing, modifying, maintaining, troubleshooting, and repairing traffic signal control equipment and related devices, including street lighting on signal poles, school zone flashers, and lighted crosswalks.
2	S	Performs administrative tasks by scheduling work, contributing information on performance evaluations by maintaining performance logs, completing work orders, and reports, providing verbal and written direction to staff as assigned, and reading and interpreting blueprints. Schedules monthly, bi-annual, and annual maintenance of traffic signals and related equipment. Participates in the interview process.
3	H	Supports traffic signal operations by installing, repairing and maintaining electrical and electronically controlled traffic signal devices. Develops traffic signal systems by preparing plan assemblies, specifying the necessary components, programing for controllers, and planning for setup of assembly for testing and analysis, testing traffic control devices, programming various types of computerized traffic signal controllers, and writing upgraded specifications. Repairs measurements and documentation in order to determine correct signal timing for new intersections. Assists in problems solving of construction discrepancies whether it is designed or on site. Performs traffic signal plan review and recommended changes.

	Physical Strength Code	ESSENTIAL FUNCTIONS
4	S	Specifies orders/procures and maintains equipment, material and contractural services related to the City's traffic signal system. Tasks include but are not limited to attending meetings, bid openings, and pre-construction acceptance. Communicates by phone, e-mail, in-person etc., with engineers, contractors, vendors, developers, and the public; performs on-site inspections of new and modified traffic signals and construction projects.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Class "B" Commercial Driver's License and IMSA Traffic Signal Level III Field Electrician Certificate.
Reading	Work requires the ability to read blueprints, instructions, manuals, letters, machine/equipment readings, measurements, gauges, wiring diagrams, and electronic schematics, and testing equipment.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters, memorandum, and reports.
Managerial	Complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of programs, solutions for complex issues, and/or processes. Independent judgment and decision-making abilities may be necessary to apply technical skills effectively.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☒ Calibrating equipment
Walking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving
Reaching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ For supplies ☒ For files
Handling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Under equipment ☒ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ File drawers ☒ Equipment ☐ Tables and chairs ☐ Hoses
Climbing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Stairs ☒ Ladders ☒ Step stools ☒ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Driving ☒ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ On ladders ☒ On equipment ☒ On step stools
Bending	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Crouching	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Electronic testers, Aerial lift truck, Fork lift, compressor, ladder, span wire tension tool, Back hoe, multi-meter, telephone, cell phone,
Two-way radio, shovel, rakes and breaker bars, measuring wheels, tape measure and levels, Power hand tools, Fiber optic splicer and test
Equipment, various hand tools.

Computer Equipment and Software:

PC lap top, Microsoft Office, Lotus Notes, Marc NX, Spectra, Calculator, printer and scanner, copiers, fax machines, shredder, palm pilot,
Misc traffic signal programs. Software: Internet explorer, Naviline/HTE.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☒	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☒
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☐	☐	☒
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☒
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☐	☒	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☐	☒	☐
Chemical hazards	☐	☒	☐	☐	☐
Electrical hazards	☐	☐	☐	☒	☐
Fire hazards	☐	☒	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☐	☒	☐	☐	☐
Physical danger or abuse	☒	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☐ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify)

Protective Equipment Required:

Hard hat, eye protection, non conductive hard toed work boots, gloves, ear protection, reflective vests, full bodied harness with fall arrest
lanyard, face shield, welders hood, rain coat, dust mask.

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☒ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☒	☐	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date

Comments:

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.