



## **Traffic Field Supervisor**

**Category:** Classified/Excluded  
**Pay Grade:** C28  
**Job Code:** 16622

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is supervisory, technical, and administrative work overseeing daily operations in the installation, maintenance, and repair of computerized traffic signal systems and control equipment within the Public Works department. An employee in this classification supervises and directs the work of technicians involved in the installation of traffic signals and system components of the intelligent transportation systems (ITS). Responsibility also entails assisting managers to implement short-term and long-range strategic and tactical planning. The incumbent exercises a significant degree of independent judgment, initiative, and discretion in carrying out assignments and programs to obtain the maximum degree of efficiency and effectiveness. The incumbent reports to a senior manager or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists with annual budget planning by making procedural and operational recommendations;
- Implements work management plans in designated assignment areas;
- Supervises, assigns and directs the work of employees involved in the installation, maintenance and repair of traffic signals, control devices and related systems;
- Determines appropriate utilization of unit resources and equipment;
- Provides guidance and direction in the preparation of formal technical presentations, contract specifications, and cost estimates for the division;
- Coordinates meetings of and between County staff, contractors and regulatory agencies on operational requirements and issues;
- Ensures traffic signal and signal system preventive maintenance schedules are adhered to and documented;
- Oversees and performs emergency field servicing of complex traffic signal equipment, often operating or working from an aerial bucket truck;
- Interviews, selects, trains, provides managerial and technical guidance to, and reviews the work of subordinates;
- Oversees the inspection of traffic signal construction projects for accuracy, completeness, and conformance to prescribed standards of quality and safety;
- Prepares project proposals for the construction of public works projects in the area of assignment and after approval by higher County authorities, submits project proposals to the applicable state agency for approval;
- Acts in a liaison capacity with other government agencies and conducts public relations activities;
- Ensures utility companies and other services are properly notified in reference to items such as buried cables.
- Administers and maintains the Sunshine 811 locate system that includes the fiber optic communication system;
- Prepares, inspects, and plans for the repair, maintenance, modification, and installation of the traffic signal system and components;
- Inventories shop materials and equipment and materials installed in the field and maintains records; orders necessary supplies and equipment;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Possession and maintenance of International Municipal Signal Association (IMSA) Level 1, 2 and 3 certifications in addition to, a High School diploma or an acceptable equivalency diploma (GED); and six (6) years of progressively responsible experience in traffic signal systems maintenance and repair, including two (2) years supervisory experience or supervisory training; or Associate's degree in construction management or directly related technical field and four (4) years of experience as described above; or Bachelor's degree in construction management or directly related technical field and two (2) years of experience as described above; or an equivalent combination of education, training and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of State of Florida Right-of-Way Control license.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Ability to splice fiber optic cable and to train others to splice fiber optic cable;
- Knowledge of federal, state and local regulations and restrictions pertaining to public works infrastructure/services;
- Skill in written and oral presentation of reports;
- Ability to interpret and work from plans, specifications and schematics;
- Skill in use of electronic, electrical, and electro mechanical testing devices, repair tools, and equipment;
- Ability to plan, direct, supervise, coordinate, and inspect construction plans, programs, and activities;
- Ability to compare costs and production rates to established benchmarks and implement improvements to gain efficiencies;
- Ability to analyze facts and to exercise sound judgment to present ideas and findings clearly and concisely in written, oral or graphic form;
- Knowledge of methods, practices, techniques, materials, tools, and equipment pertinent to installation, maintenance, and repair of electronic and electro mechanical traffic signal systems and controls and
- Ability to prepare, develop and present analysis and reports to manage short-term and long-range plans.

## PHYSICAL/MENTAL DEMANDS

The work is primarily light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.