

SIGNAL SYSTEMS SUPERVISOR, 3839
SIGNAL SYSTEMS SUPERINTENDENT, 3832

Summary of Duties: A Signal Systems Supervisor assigns, reviews, and evaluates the work of several traffic signal crews engaged in installing, maintaining, and repairing electric and electronic traffic signals and controllers on a regular or emergency basis and does related work. A Signal Systems Supervisor may supervise other Signal Systems Supervisors to plan and coordinate this type of work in a large area of the City or the Traffic Signal Lab.

A Signal Systems Superintendent plans, directs, and coordinates the work of Signal Systems Supervisors and subordinate traffic signal crews as part of a City-wide program; and does related work.

Employees in both classes use sound supervisory principles and techniques to build and maintain an effective staff and satisfy affirmative action responsibilities.

Distinguishing Features: A Signal Systems Supervisor may supervise:

- * Several traffic signal crews, who may be working in widely scattered locations. These crews install, repair, maintain, and modify electric traffic signals, microprocessor based traffic signal control devices, and fiber optic, video, and laser pulsed traffic signal communications systems.
- * The shop repair and overhaul of electro-mechanical and microprocessor based signal control devices.
- * Other Signal Systems Supervisors to coordinate traffic signal and signal controller installation and maintenance in a large area of the City or the Traffic Signal Lab.

As a bona fide supervisor, an employee in this class is different from a lead worker because a Signal Systems Supervisor performs the full range of supervisory activities. A Signal Systems Supervisor disciplines employees, resolves grievances, and rates employee performance.

A Signal Systems Supervisor receives assignments from a Signal Systems Superintendent.

A Signal Systems Superintendent directs, through subordinate supervisors, the construction, maintenance, and repair of traffic signals on a City-wide basis. An employee of this class determines general procedures within the framework of applicable laws and Transportation Department regulations and policies. The work involves difficult scheduling and coordination problems. The work of the division occurs throughout the City, is often

interrelated with the needs of other units, and is sometimes of an emergency nature.

Although the Signal Systems Superintendent may make recommendations to Transportation Engineers who prepare plans and specifications, an employee of this class is not responsible for planning and designing traffic signals or for determining their geographic location.

As a bona fide supervisor, a Signal Systems Superintendent performs the full range of supervisory activities. These include disciplining employees, resolving grievances, and rating employee performance.

A Principal Transportation Engineer assigns the work in general terms and reviews it for the results obtained by the Signal Systems Superintendent.

Examples of Duties: A Signal Systems Supervisor:

- * Reviews reports, plans, and specifications, such as intersection layouts, timing sheets, unsatisfactory condition reports, and supplementary reports.
- * Visits potential job sites to see what problems may affect the traffic signal work.
- * Determines personnel, material, and equipment requirements.
- * Assigns work to Signal Systems Electricians and Traffic Signal Electricians.
- * Inspects the work to make sure employees installed, repaired, or maintained the traffic signals and control equipment properly.
- * Instructs employees in work policies and the proper and safe use of materials and equipment.
- * Writes reports on work progress, personnel and equipment usage, accidents, employee injuries, and lost, stolen, or damaged equipment.
- * Suggests improvements in signal equipment.
- * May instruct subordinate Signal Systems Supervisors.
- * May coordinate district yard operations.
- * May personally supervise jobs such as installations of master systems and major emergency repairs.
- * May inspect traffic signals installed as part of permit or contract work.

A Signal Systems Superintendent:

- * Manages, through subordinate supervisors, the:
 - * Installation, relocation, maintenance, repair, and adjustment of electric and electronic traffic signals, controllers and other traffic control devices.
 - * Replacement of damaged and defective signals.
 - * Shop repair, alteration, and rebuilding of electric and electronic traffic signals, controllers, and other devices.
 - * Requisitioning of supplies and the maintenance of tools and equipment.
- * Interprets assignments and instructs subordinate supervisors.
- * Reviews work progress by personal inspections and from reports.
- * Reviews subordinates' decisions on rule, code, or plan interpretation to ensure compliance with specifications and to fulfill Department requirements.

- * Resolves complaints filed by the public which are referred by subordinates.
- * Writes and updates specifications for traffic signal equipment, control devices, test instruments, and computer software.
- * Devises methods for handling unusual construction and maintenance problems.
- * Prepares divisional budget requests, work reports, and correspondence.

Both Classes:

- * Help develop standard operating procedures in maintenance, construction, and shop areas to assure compliance with safety requirements and improve efficiency.
- * Make sure work crews use safe practices and provide adequate protection for pedestrians and vehicles.
- * Give employees equal employment/affirmative action information.
- * Select, orient, assign, train, evaluate, counsel, and discipline employees using job-related criteria.
- * Help employees prepare for promotion as described in the City's Affirmative Action Program.
- * Schedule employees for training in microprocessor based control systems and video and computer communication systems.
- * Answer questions and resolve problems for subordinates, management, vendors, and engineering staff.

May be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Incumbents must have the following knowledges and abilities:

	Knowledges:	SIGNAL SYSTEMS SUPERVISOR
SIGNAL SYSTEMS SUPERINTENDENT	electricity, digital and analog electronic concepts, and microprocessor applications to	install and repair complicated electrical systems and digital microprocessor based equipment. and equipment to install, test, maintain, and repair, traffic signal, control, and related equipment.
Good	Good	Standard traffic signal and control terminology.
Good Good	Good	traveled streets and with electrical equipment.
Good	Good	practices including: planning, delegating, and controlling the

work of employees.		Good and motivating employees.
GoodTechniques for counseling,	disciplining, training, instructing,	employee work performance.
Good	GoodTechniques for evaluating	
Good	GoodProcedures for handling	grievances.
Good	GoodSupervisory responsibility for EEO/AA as set forth in the	City's Affirmative Action Program.
Good	GoodLocation of the principal City	streets controlled by traffic signals.
Good	GoodStandard ITE (Institute of	Traffic Engineers) symbols and terminology for traffic signals.
Good	GoodVarious types of traffic signal	equipment.
Good	GoodDepartmental traffic signal equipment specifications to be sure	equipment meets DOT minimum quality standards.
Good	GoodAmount of time normally	needed to complete various jobs, such as setting controls, jacking pipe, and pulling wires.
Good		WorkingCity and Departmental purchasing procedures.
Working	GoodBudgetary requirements and	the preparation of budget requests.
Working	GoodLaws, ordinances, policies, and regulations governing the	installation and operation of electric and electronic traffic control devices on City streets.
Working	GoodBasic principles of computer	programming to understand and use them.
Working	WorkingMemoranda of	understanding as they apply to employees.
Working	WorkingThe National Electric Code on wire sizes, color codes, types of connectors and	conductors, and insulation used in traffic signal repair and installation work.
Working	GeneralFunctional limitations of	signal controller peripheral devices.
Working	GeneralUSA (Underground	Service Alert) requirements.
Working	GeneralTraffic control theory and design such as phasing,	coordination, and timing.
General	WorkingThe uses and functions of GeneralThe operation and design of modems, data scopes, conditioned data lines,	electronic test equipment. transmission impairment measurement sets, and bit error rate test sets.
General	GeneralVideo cameras, servo pan	and tilt units, coaxial and pulsed laser video communications systems.
General	GeneralCity personnel rules,	policies, and procedures.

General	<u>General Abilities:</u>	
Read and interpret plans,	specifications, wiring schematics,	and timing sheets used in traffic signal work.
X	X Estimate personnel, materials,	time, and equipment requirements of work orders.
X	X Communicate with a variety of individuals including subordinates,	other City employees, upper management, and the public.
X		X Deal tactfully and effectively with employees and the public.
X	X Use a computer to enter or	retrieve data.
X	X Establish and maintain a work environment to enhance both	employee morale and productivity.
X	X Prepare work reports and keep	operating records.
X	X Consider factors such as contractual agreements, public safety, staffing, equipment, and	upper management concerns when planning and assigning work to traffic signal crews.
X		X Schedule and keep track of work crews, located throughout a large area of the City.
X	Keep track of the progress of several, diverse traffic signal	projects and equipment and supply use throughout the City.
X		evaluate the work of a large group of employees.
	X Plan, direct, coordinate, and	X

Minimum Requirements:

Signal Systems Supervisor:

Two years of full-time paid experience as a Signal Systems Electrician or Traffic Signal Electrician.

Signal Systems Superintendent:

Two years of full-time paid experience as a Signal Systems Supervisor, or in a class at least at that level which provides experience in supervising the installation, maintenance, and repair of electric and electronic traffic signal equipment.

License: Both Classes: A valid California driver's license is required.

Physical Requirements: A person in either class must be able to lift at least five pounds and sometimes over fifteen pounds. He/she must have good hearing and speaking ability and good eyesight.

Those with medical limitations may be able to perform the duties of some of the positions in these classes with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.