

STREET LIGHTING ENGINEER (7535)

TASK LIST

A. Personnel Management

1. Sets an example of behavior, positive attitude toward work and coworkers, and good job performance for subordinates and coworkers by actions such as treating everyone with consideration, being sensitive to individual differences, arriving on time, having work ready when promised, and willing to accept any assignment in order to establish and maintain a work environment to enhance employee morale and productivity.
2. Assigns work to Street Lighting Engineering Associates and their subordinates taking into account differences in ability and/or training, desirability of giving employees experience in a variety of work, and difficulty of the assignment in order to fulfill supervisory equal employment opportunity responsibilities.
3. Commends good work or performance in order to improve morale and to provide examples for others by such means as praising good work, giving public recognition of outstanding performance, or issuing notices of commendation (Form 79).
4. Holds regular meetings with staff in order to provide, transmit, and/or exchange information, discuss work assignments, and/or provide direction and guidance.
5. Attends and periodically chairs Bureau staff meetings in order to be aware of matters affecting the entire Bureau and to transmit information which affects subordinates to them.
6. Complies with the City's Equal Employment Opportunity (EEO) plan in such matters as assigning work or helping employees prepare for promotion and sees that subordinates are informed about the City's affirmative action policies in order to help develop better acceptance and working relationships among various groups of employees.
7. Observes interaction of subordinates and informs them of City and department policies in order to prevent possible sexual harassment and/or expressions of racial, ethnic, or religious bigotry.
8. Identifies training needs and requests or recommends special training for subordinates such as improving knowledge of lighting technology or classes given by the City in supervision and other subjects in order to improve the quality of their work.
9. Approves and/or recommends approval of requests for use of vacation and sick leave, depending on the length of the absence, and changes work schedules as needed in order to complete jobs on time.
10. Keep records on work of subordinates, complete performance evaluations for immediate subordinates and, as needed, counsel employees regarding performance factors such as quality and quantity of work, punctuality, attendance (including use of sick leave), and interpersonal relations in order to provide feedback to employees on how to improve work performance.
11. Discusses problems with subordinates and reprimands them when necessary, receives grievances, and makes reports on these matters to the next level of supervision, when required, in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.
12. Monitors overall productivity and work quality of division staff by periodically reviewing information such as progress of work in relation to deadlines, number of change orders on each project, positive or negative comments from interested parties, and reasons for cost overruns or delays in order to give feedback to subordinates.

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13. Discusses personnel problems with Street Lighting Engineering Associates, considers their recommendations, disciplines problem employees, when necessary, and makes reports on these matters to the next level of supervision, when required, in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and MOUs.
14. Interviews prospective employees for positions supervised by the Street Lighting Engineer such as Street Lighting Engineering Associate or engineering assistants in order to evaluate their qualifications and experience in the type of work desired.
15. Supervises through subordinate supervisors, the work of subordinates performing the following tasks by means such as reading or reviewing designs and documents for completeness, accuracy, and conformance with appropriate standards; comparing projected completion estimates with actual progress; discussing work with subordinates; and providing information and guidance, as needed in order to provide adequate and efficient street lighting to City residents:
 - designing new street lighting installations or redesigns or alterations for existing installations in order to ensure that lighting is adequate and proper equipment is used for the type of street and/or neighborhood;
 - writing specifications for street lighting projects including types of materials and equipment required and performance standards for them in order to ensure that lighting is adequate for the type of street and/or neighborhood and that equipment will perform properly with regard to illumination, structural, mechanical, and electrical properties.
 - estimating costs of street lighting projects including costs of materials, equipment, labor, and construction time in order to provide information for requests for proposals, change orders, budget requests, and project priorities;
 - preparing change orders (depending on the amount of the anticipated cost) including changes such as changes in position of lines, configuration of equipment, specifications for materials or equipment, or additional construction time in order to follow proper procedures or legal requirements;
 - updating Standard Plans and design guidelines in order to conform with changes in technology, construction practices, or illumination industry standards;
 - preparing assessment diagrams for use in distributing costs of construction and/or maintenance among the lighting districts.

B. Project Management and Documentation

16. Writes narrative material such as letters, memos, and reports on matters such as budget recommendations, progress reports, descriptions of proposed projects, to Department and/or Bureau management, other city departments, other government agencies, and/or other interested parties in order to coordinate work of those involved in a project and/or to inform those affected.
17. Reads or reviews and approves narrative material prepared by subordinates such as letters, memos, and reports on matters such as budget recommendations, progress reports, descriptions of proposed projects, to Department management, other city departments, other government agencies, and/or other interested parties in order to coordinate work of those involved in a project and/or to inform those affected.
18. Writes budget requests using information such as current work load, number of new project requests, urgency of need for replacement or upgrading of existing lighting systems, and need for additional personnel and/or equipment in order to provide guidance to Bureau management in preparing the annual budget.
19. Writes or reviews and comments on proposed revisions to policies affecting the work of the bureau such as internal organizational changes, changes in approved

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City design standards for illumination in various situations, or changes in City procedures in order to expedite the work of the section.

20. Oversees use of record storage systems by periodically discussing record storage and possible improvements with subordinate supervisors, examining periodic reports concerning records stored in various places (including computers), inspecting printouts from computer data bases, and/or by making spot checks of various types of records in order to ensure that records are properly stored and up to date.
21. Receives, assigns, and investigates complaints or inquiries about street lighting projects in order to resolve problems, to refer them to the correct agencies for action, and/or to see that legal requirements are met.
22. Coordinates street lighting for major joint projects or street improvements by discussing designs and relative priorities of different types of work required by a project with staff of other agencies involved such as other Bureaus of the Department of Public Works, the Department of Water and Power, and CalTrans and with contractors in order to ensure that projects are carried out efficiently, economically, and with minimum inconvenience to City residents.
23. Visits sites of street lighting projects in order to observe progress of work, to investigate and/or resolve unexpected problems, and/or to evaluate work of subordinates.
24. Answers questions about projects for construction engineers, contractors, inspectors, other engineers, staff of other agencies involved in a project, and other interested parties in order to provide necessary information to them and/or to resolve the more difficult problems.
25. Investigates possible solutions for difficult illumination problems by analyzing the problem, listing the conditions which must be met, consulting with other engineers (both in the City and in other agencies) and using references such as handbooks and professional journals, and developing various possible solutions in order to find the best solutions for difficult problems.
26. Makes recommendations about use of new equipment, materials, and methods for street lighting using evaluations prepared by subordinates, reports of use in other agencies, or meetings with manufacturer's representative in order to provide efficient street lighting for City residents.
27. Updates Standard Plans and design guidelines in order to conform with changes in technology or in illumination industry standards.

C. Planning and Related Activities

28. Receives requests for new installations or improvements to existing street lighting from the Senior Street Lighting Engineer and holds discussions with Department management, other Bureaus and Divisions of the Department, staff of other government agencies, subordinates, and other interested parties regarding need, cost, time required, urgency and deadlines for projects in order to make decisions or recommendations for action or funding.
29. Makes recommendations to Bureau management regarding priority of projects based on types and sources of requests or proposals in order to make budget requests.
30. Plans project schedules and staffing based on budget allocations and project priorities in order to ensure that work is done in a timely and efficient manner.
31. Develops or revises reporting systems for work accomplishment in order to monitor progress of projects and completion of other work under the Street Lighting Engineer's supervision to anticipate problems; to make decisions or

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recommendations about correcting problems; to make the best use of personnel; and to meet design and construction deadlines.

32. Increases productivity of subordinates whenever possible by means such as improving staff morale, reorganizing work units, or getting or increasing the use of timesaving equipment and/or computer programs in order to accomplish and/or to exceed productivity goals.
33. Makes recommendations to the Senior Street Lighting Engineer about action to take when problems arise, such as revising the schedule or reassigning employees, using data from progress reports and other standard reports in order to provide technical street lighting engineering advice.
34. Provides technical and other information such as progress of joint projects, long range plans, approved equipment, and required illumination for various types of traffic and/or land use to staff of other Bureaus and Divisions of the Department, other City departments, other government agencies, and other interested parties in order to assist them in their work.
35. Reads and interprets laws, codes, ordinances, and/or regulations such as illumination requirements for various types of streets or neighborhoods, depth of wiring and/or distance from other subsurface structures, or clearance requirements for overhead installations in order to provide correct information to staff of other Bureaus and Divisions of the Department, other City departments, contractors, property owners, and other interested parties to provide information, to facilitate construction, and/or to explain things that they do not understand.

D. Communication

36. Discusses projects with Department management, subordinates, contractors, staff of other agencies, individual City residents, and other interested parties in order to arrange work activities, to resolve problems, and to keep the public informed.
37. Discusses such matters as work assignments, schedules, and problems with Department management, subordinates, and others in order to exchange information, resolve problems, and provide instructions.
38. Keeps informed of new types of illumination technology and work techniques by reading trade journals, through conversations with manufacturer's representatives or other knowledgeable individuals, and/or similar activities in order to be prepared for changes in types of illumination equipment, to make recommendations about utilization of new materials and equipment, and/or to recommend training for subordinates.

E. Computer Use

39. Enters and retrieves information such as standard specifications, history of current or past projects, work schedules of subordinates, or management reports from computer data bases in order to get information needed to approve documents prepared by subordinates, to write reports, to assign personnel or to answer questions from supervisors, subordinates, or other interested parties.
40. Uses word processing software to write letters, memos, and reports, in order to fill out standard forms, and/or to revise word processed material prepared by others.
41. Uses graphics software or computer assisted drafting for purposes such as changing designs, checking subordinates' designs, preparing graphs and/or charts for inclusion with reports, and to get information from standard plans.

E. Public Interaction

42. Makes direct presentations to the City Council, Board of Commissioners, Department management, staff of other government agencies, City residents, and

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other interested parties in order to gain support for proposed projects and/or to explain the need for and function of proposed projects and related policies.

43. Participates in public meetings by attending or speaking at them in order to inform people about proposed projects, to answer questions, and/or to provide other information.
44. Represents the Department at meetings such as meetings with other City departments, other government agencies, and other interested parties and/or serves as liaison with such groups in order to facilitate communication with them.
45. Gives depositions and/or testifies in court as an expert witness in order to provide accurate information about principles of lighting design and lighting conditions and/or requirements.

G. Safety

In order to avoid injury to workers or others in the vicinity, damage to equipment and lost time; to fulfill responsibilities for encouraging safety awareness; to ensure safety awareness of staff.

46. Enforces Cal/OSHA regulations and general safety procedures such as wearing protective clothing, hard hats, and/or safety shoes in areas where they are needed; keeping work areas clean and clear; and ensuring proper ventilation when working in confined spaces by having safety reminders circulated or posted, by having copies of relevant regulations available at work sites, and by reminding individuals when necessary in order to maintain a safe working environment.
47. Observes area at project sites for conditions which might be hazardous to people or to City property in the area in order to avoid or correct unsafe conditions.
48. Informs subordinates of correct safety procedures by means such as memos, discussions at staff meetings, and notices on bulletin boards in order to ensure a safe environment.

H. Driving

49. Drives a vehicle in order to travel between job locations.