

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV39468
Job Class Code:	810	Salary Schedule:	ANONREG
EEO Category:	07	Grade:	S9
Workers Comp Code:	5506		

Job Code Established:	04/05/91	Effective Date:	
Job Code Revised:	01/24/07	Effective Date:	01/24/07

JOB CODE SERIES: Highway Traffic Safety Operations Series

JOB CODE TITLE: TRAFFIC SIGNAL AND LIGHTING AREA MANAGER

HRIS TITLE: TRAF SIG/LIT AREA MGR

WORK DESCRIPTION: Manages, through subordinate supervisors, the repair, inspection, installation and/or maintenance of traffic signal and highway lighting devices for a designated geographic area of the State; schedules, monitors, reviews and evaluates work of subordinates, provides advice and training, resolves problems and takes corrective action as required; coordinates area activities with other agency personnel; provides assistance with electrical/electronics projects to other section staff as requested; performs on-going evaluation of safety, productivity and workload requirements and results.

WORK ACTIVITIES: Manages, instructs and counsels subordinate supervisory personnel carrying out tasks requiring considerable judgment.

Visits and inspects work in progress; instructs and advises as necessary.

Resolves problems and questions presented by subordinate staff regarding work methods, processes and policies.

Confers with other section personnel, outside agency staff or representatives of other levels of government with regard to joint actions taken or to be taken or in exchange of vital or useful information.

Inspects completed work of subordinate crew by on-site inspection.

Adapts work schedules to meet changing priorities of personnel, equipment or objectives.

Inspects job sites to detect potential hazards to work unit function. Cautions work crews.

Gathers data on workload over designated period, makes adjustments based on calculated estimates and projects same figures for future period.

Reviews work performance of subordinate personnel; evaluates work and formulates plans for improvement.

Confers with superior, presenting and resolving difficult problems and questions, in some instances dealing with managerial or unit policy problems, planning actions and making decisions.

Compiles information for and writes periodic reports on activities of a work unit.

Travels to various locations within a specified area of the state, carrying out business of the work system or in response to emergencies or particular problems.

Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail; significant involvement in problem resolution; regular travel within a designated geographic area is required. Work can encounter extremes of climate conditions.

SUPERVISION: Works under general supervision of a Traffic Signal/Lighting Operations Unit Manager.

WORK RESULTS/PRODUCTS: Functioning work unit; traffic signals and lighting systems in good repair and operation; work schedules implemented; preventative maintenance programs and safety standards implemented; maintenance/construction projects coordinated with inter/intra agency personnel; trained and knowledgeable subordinate staff.

RESPONSIBILITY: For timeliness and quality of work products; adhering to and assuring all safety rules are followed and all work complies with national and local electrical codes; effectiveness of the work unit.

AUTHORITY:

To prioritize, schedule and assign work activities; train and evaluate subordinate staff; document unit performance; implement emergency traffic signal modifications, as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: management principles and practices; electrical/electronic theory.; methods and procedures for installing, repairing, diagnosing and inspecting traffic signal and illumination devices; national and local electrical codes; the blueprints and schematics of electrical and electronic components and circuits; common and specialized tools, equipment and materials related to the trade; safety practices; automated systems utilized by the work system.

Skill in: work management and leadership; methods and procedures for installing, repairing, diagnosing and inspecting traffic signal and illumination devices; problem identification and resolution; data analysis evaluation and interpretation; oral and written communications; reading and understanding blueprints and schematics of electrical and electronic components and circuits. applying and understanding national and local electrical codes and safety practices; as a journey level electrician; interpersonal relationships.

SPECIAL SELECTION FACTORS:

A valid Arizona Driver's license appropriate to the assignment may be required at the time of appointment.