

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV39469
Job Class Code:	810	Salary Schedule:	ANONREG
EEO Category:	01	Grade:	S9
Workers Comp Code:	5506		

Job Code Established:	04/05/91	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Highway Traffic Safety Operations Series

JOB CODE TITLE: TRAFFIC SIGNAL AND LIGHTING OPERATIONS UNIT MANAGER I

HRIS TITLE: TRAF SIG/LIT OPS UNIT MGR I

WORK DESCRIPTION: Manages, through subordinate supervisors, the operations of the Inspections Unit or the Shop Repair Unit; assigns and reviews work of subordinates, provides advice and guidance and takes corrective action as needed; plans and coordinates work schedules; provides data for annual budget; reviews and makes recommendations for future equipment needs; develops and implements preventative maintenance programs, safety practices and unit policies; coordinates activities, materials and services with other units/sections as required.

WORK ACTIVITIES: Manages and counsels subordinate personnel who are managers 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 processes, policies, organization or methods.

Plans for better use of material and personnel resource in a large operational unit; examines materials, confers with superiors and staff; analyzes, evaluates, makes recommendations and decisions.

Devises a schedule for achievement of work objectives, completion of projects or development of changes in work processes.

Examines materials bearing on work of the unit; confers with subordinates, other unit/section staff and outside agency personnel; provides advice, consultation and recommendations.

Confers with staff in outside agencies or other levels of government with regard to joint actions taken or to be taken or in exchange of vital or useful information.

Establishes and/or maintains work standards, procedures, methods and rules for a large unit.

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 data and writes periodic progress and status reports.

May travel to various locations throughout the state carrying out business of work systems or in response to emergencies or particular problems.

Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail; significant involvement in conflict resolution; statewide travel as required.

SUPERVISION: Works under direction of the Electrical Operations Branch Manager.

WORK RESULTS/PRODUCTS: Functioning operational unit; traffic signal/lighting devices in good repair and operation; preventative maintenance programs and safety rules established and implemented; administrative tasks completed; trained and knowledgeable subordinate staff.

RESPONSIBILITY: For timeliness, quality and effectiveness 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 unit's operation.

AUTHORITY: To plan, layout and approve work schedules; analyze and recommend ordering of materials and equipment; determine and select alternatives in materials or equipment. May interpret contract documents or serve as expert witness in Court.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: management principles and practices; the theory, principles and applications of electricity and electronics; national and local electrical codes; the procedures, tools, equipment and materials to be used in the installation, maintenance and/or repair of traffic signals, illumination and/or electronic traffic control devices; blueprints and schematics of electrical and electronic components and circuits; estimating and ordering supplies and materials; safety practices; automated systems utilized by the work system.

Skill/Ability to: work management and leadership; problem identification and resolution; oral and written communications; data analysis evaluation and interpretation; methods and procedures used in installation, maintenance and repair of traffic signals, electronic traffic control and illumination devices; applying and understanding national and local electrical codes and safety practices; reading and understanding blueprints, schematics and components of traffic signal systems; ordering and estimating materials and costs; 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.