City of Fort Worth, Texas  
Job Description

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Signal Systems Crewleader</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ST5480</td>
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<tr>
<td>Job Family:</td>
<td>Service Trades</td>
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<tr>
<td>Pay Grade</td>
<td>511</td>
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<tr>
<td>Date Reviewed:</td>
<td>12/31/15</td>
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<tr>
<td>FLSA Status</td>
<td>Nonexempt</td>
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<tr>
<td>Date Revised:</td>
<td>09/09/19</td>
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</tbody>
</table>

GENERAL SUMMARY

Performs maintenance, installation, construction and repair of traffic signals and associated system. Assigns, assists, trains and oversees the work of subordinate staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Prioritize, assign, lead, review and participate in the work of subordinate employees responsible for traffic signals and street lighting systems.

2. Assist in establishing schedules and methods for providing service and maintenance to signal and street lighting systems; identify resource and material needs; review needs with appropriate management staff; allocate resources accordingly.

3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of traffic signals.

5. Assist in the implementation of goals and objectives; implement approved policies and procedures.

6. Perform the more technical and complex tasks of the work unit including monitoring of safety practices and procedures.

7. Assist subordinate employees in locating and repairing troubles in traffic signals, controllers, electrical signal contractors, transformers and other electrical apparatus.

8. Program traffic signal controllers and detection of systems; monitors and programs all communications and signal systems.
9. Coordinates all underground signal systems with electric, gas, water, and phone contractors to reduce risk of damage.

10. Assist in the evaluation and analysis of older signal systems; replace old systems with modern systems.

11. Participate in employee training; work with subordinate employees to correct deficiencies; implement discipline procedures.

12. Prepare reports on operations and activities.

13. Read and interpret blue prints for the installation of traffic signals.

14. Provides on-call and emergency call-back duty.

15. Performs other related duties as required.

16. Adheres to assigned work schedules as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City’s Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

• Knowledge of:
  ➢ Electronic systems associated with signal light systems.
  ➢ Rules and regulations related to the installation of electrical lines and underground cables.
  ➢ Methods and techniques of utilizing traffic and street light equipment and tools.
  ➢ Principles of supervision, training and performance evaluation.
  ➢ Pertinent Federal, State and local laws, codes and regulations.
  ➢ Safety procedures and practices.

• Skill in:
  ➢ Planning and prioritizing.
  ➢ Observation and decision-making.
  ➢ Organization and time management.

• Ability to:
  ➢ Apply knowledge to signal light systems.
  ➢ Communicate clearly and effectively, both orally and in writing.
  ➢ Install poles, pole line hardware, electrical lines, underground cables and equipment.
  ➢ Read and interpret electrical schematics and blueprints.
  ➢ Locate and correct defects in electrical systems and equipment.
建立并维持与其他员工和公众的良好工作关系。

有效地操作设备。

组织并审查下属员工的工作。

培训下属员工。

解释和阐述市政府的政策和程序。

撰写清晰简明的报告。

建立并维持有效的工作关系。

操作计算机和软件系统。

**MINIMUM JOB REQUIREMENTS**

高中文凭/GED及电子安装和维修或相关领域的特殊培训，以及四年电子安装和/or电线安装和维护的负责经验。

**OTHER REQUIREMENTS**

需持有A类商业驾驶证或在入职后六个月内取得。

需在入职时拥有IMSA（国际市政信号协会）交通信号工或现场技术员二级证书。

**WORKING CONDITIONS**

工作环境特征描述了员工在执行该职位的必要功能时遇到的情况。合理调整可能被做出以使有残疾的员工能够执行必要的功能。

根据任务，该职位典型地需要接触、交谈、听觉、视觉、拿、蹲、跪、弯腰、伸展以及重复性动作。

**PHYSICAL DEMANDS**

物理需求描述了必须由员工在执行该职位的必要功能时付出的努力。合理调整可能被做出以使有残疾的员工能够执行必要的功能。

中等工作 - 根据任务，该职位典型地需要偶尔施加最多50磅的力，经常施加最多20磅的力，以及不断施加几乎没有力。