

City of Fort Worth, Texas Job Description

Classification Title	Traffic Systems Crewleader		
Job Code:	ST5390	Job Family:	Service Trades
Pay Grade	509	Date Reviewed:	07/06/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs maintenance, installation, construction and repair of traffic systems. Assigns, assists, trains and oversees 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. Prioritizes, assigns, leads, reviews and participates in the work of subordinate employees responsible for traffic signals and street lighting systems.
2. Assists in establishing schedules and methods for providing service and maintenance to signal and street lighting systems. Identifies resource and material needs. Reviews needs with appropriate management staff and allocates resources accordingly.
3. Participates in development of policies and procedures. Monitors work activities and ensures compliance with established policies and procedures. Recommends changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of traffic signals and street lighting repair and installation.
5. Assists in the implementation of goals and objectives. Implements approved policies and procedures.
6. Prioritizes, assigns, leads, reviews and participates in the work of subordinate employees responsible for traffic signals and street lighting systems.
7. Performs the more technical and complex tasks of the work unit including monitoring of safety practices and procedures.
8. Assists subordinate employees in locating and repairing troubles in street lights, traffic signals, controllers, electrical lighting contractors, transformers and other electrical apparatus.
9. Handles primary and secondary electrical feed while climbing wooden poles.
10. Coordinates underground signal systems with electric, gas, water and phone contractors to reduce risk of damage.
11. Assists in the evaluation and analysis of older signal systems and replaces old systems with modern systems.

12. Participates in employee training. Works with subordinate employees to correct deficiencies and implements discipline procedures.
13. Prepares reports on operations and activities.
14. Reads and interprets blue prints for the installation of traffic signals.
15. Performs other duties as required.
16. Adheres to assigned work schedule 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 and street 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 and street light systems.
 - Communicate clearly and effectively, both orally and in writing.
 - Install poles, pole line hardware, electrical lines, underground cables and related equipment.
 - Read and interpret electrical schematics and blueprints.
 - Locate and correct defects in electrical systems and equipment.
 - Establish and maintain an effective working relationship with other employees and the general public.
 - Operate equipment efficiently and effectively.
 - Organize and review the work of subordinate employees.
 - Train subordinate employees.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

HS diploma/GED with additional specialized training related to traffic control systems and equipment and four years of experience in the installation and repair of traffic signal and light system.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.