

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRAFFIC ATMS SIGNAL SUPERVISOR

Department: Office of the County Engineer
Pay Grade: 112
FLSA Status: Non-Exempt
Job Class: 3022
Risk Code: 5509

JOB SUMMARY

Responsible for supervisory and skilled technical work in the field of signal and Advanced Traffic Management System (ATMS) installation, maintenance, repair, and adjustment in addition to assisting the Traffic Engineer in the management of the Traffic Section

ESSENTIAL JOB FUNCTIONS

- Supervises the operation of the Traffic Signal/ATMS field staff. Supervises additional field staff which may include Maintenance Technicians and the Pavement Marking staff.
- Reports directly to the Traffic Operations Manager.
- Enforces all safety rules and regulations.
- Assists with in-house signal design and appraises signal construction.
- Assists the Traffic Operations Manager in review and planning of signal, sign, and striping related plans.
- Coordinates ATMS activities between the Traffic Management Center and the field.
- Attends conferences and meetings pertaining to traffic signal, ATMS, sign and striping maintenance, design, and construction.
- Coordinates the complete inventory of all traffic materials, equipment, and tools, utilizing staff from Asset Management.
- Assists in preparing the annual budget request for the Traffic Section.
- Assists with purchase, monitoring, and tracking of Traffic Section materials.
- Deals directly with the public and other County Departments in matters relating to traffic signals and related requests, complaints, and other issues.
- Oversees daily work assignments of staff to maximize operational efficiency.
- Installs, repairs, and maintains electronic traffic control devices, including all traffic signals, school flashers, four-way flashers, cameras, radios, variable message signs, driver feedback signs, and other related devices.

- Performs preventive maintenance on all traffic signal controllers and devices, and ATMS devices.
- Tests traffic signal controllers on a testing board, replaces worn or defective units, adjusts timing to charts, wiring diagram, plan specifications, and construction cost estimates.
- Troubleshoots digital and analog circuits, timing circuits, power supplies, clock circuits, and timers.
- Performs electronic bench repairs of solid state, electro-mechanical, and microprocessor traffic control devices.
- Participates in the supervision and training of subordinate staff.
- Maintains records pertinent to repair and care of controls equipment.
- Keeps records and reports of all equipment, materials, and trouble calls as needed.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of up to 15 employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Civil or Electrical Engineering or equivalent; and five (5) years' supervisory experience in traffic operations, including signs, signals, ATMS, and markings; or an equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid, State of Florida Commercial Class B driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- International Municipal Signal Association (IMSA) Work Zone Safety certification.
- IMSA Level II Sign and Pavement Markings Technician certification.
- IMSA Level III Signal Technician, Advanced Maintenance of Traffic Certification.
- 40 Hours of documented ATMS training relative to County equipment within one (1) year of appointment.
- 8 Hours of formalized ATMS (County relevant) training per year is required after the first year.
- Intermediate Temporary Traffic Control (TTC) certification

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write letters and memos that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards in oral and written form in a clear, concise manner that is easily understandable by laymen.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop effective plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or
- Knowledge of the standard practices, methods, tools and materials of the Traffic Control, Sign, Striping, Signal, and ATMS fields.
- Knowledge of traffic signal operations and theory.
- Knowledge of traffic operations managing relating to proper traffic signal, sign, and striping standards and operations.
- Knowledge of the MUTCD as it pertains to signs, signals, and striping.
- Knowledge of the geography and road system of Marion County.
- Knowledge of the operation and maintenance of traffic striping machines and of materials used for the traffic striping.
- Ability to effectively manage employees and schedule work.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger, organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to talk, hear, and reach with hands and arms; frequently required to stand, walk, and sit; use hands to finger, handle, feel, climb, balance, stoop, kneel, crouch, crawl, taste, and smell.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*