

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 SIGNAL TECHNICIAN I/II/III

Department: Office of the County Engineer
Pay Grade: 206 /209/211
FLSA Status: Non-Exempt
Job Class: 3159
Risk Code: 5509

JOB SUMMARY

Responsible for the installation, maintenance, and repair of traffic signals and related devices.

ESSENTIAL JOB FUNCTIONS

- Installs, repairs, and maintains analog, digital, and micro-processor traffic control devices, including traffic signals, school flashers, school clocks, four-way flashers, radio communications, communication switches, and streetlights.
- Performs preventive maintenance on all traffic signal controllers and devices.
- Programs signal controllers and school flashers with prescribed timings and programs radio and camera IP addresses.
- Investigates complaints and initiates the appropriate corrective measures. Handles complaints and inquiries as needed.
- Maintains records pertinent to repair and care of controls equipment.
- Troubleshoots and maintains equipment required to support traffic management system, including radios, traffic cameras, etc.
- Inspects all signal related work, either in-house or contract, for compliance in accordance with applicable rules, regulations, and specifications.
- Maintains records and reports of all equipment, materials, and trouble calls as needed.
- May participate in the supervision and training of subordinate staff.
- 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

Traffic Signal Technician I: This position has no direct supervisory responsibilities.

Traffic Signal Technician II/III: This position occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Requirements	Traffic Signal Technician I	Traffic Signal Technician II	Traffic Signal Technician III
Education	HS Diploma / GED	HS Diploma / GED	HS Diploma / GED
Class B CDL or higher (Class E Required)	May be required (Class E Required)	May be required (Class E Required)	May be required (Class E Required)
Licensing	Intermediate Temporary Traffic Control required within three (3) months of assignment	Intermediate Temporary Traffic Control required	Intermediate Temporary Traffic Control required
	Certification as Level I Traffic Signal Technician from the International Municipal Signal Association (or ability to become certified within one year)	Certification as Level II Traffic Signal Technician from the International Municipal Signal Association (or ability to become certified within one year)	Certification as Level III Traffic Signal Technician from the International Municipal Signal Association (or ability to become certified within one year)
Core Equipment (required within 12 months of assignment)	Fork Lift Bucket Truck	Fork lift Bucket Truck	Fork Lift Bucket Truck
National Incident Management System (NIMS)	IS-100, IS-200, IS-700, IS-800 required within twelve (12) months of assignment	IS-100, IS-200, IS-700, IS-800 required	IS-100, IS-200, IS-700, IS-800 required
Experience	Six (6) months in the traffic signal maintenance field or related education.	3.5 years combined in traffic signal maintenance field and/or related education with some traffic signal control work in a supervisory capacity	5 years combined in traffic signal maintenance field and/or related education with some traffic signal control work in a supervisory capacity
Pay Grade	206	209	211

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to exercise some judgment regarding use of equipment, tools, or materials.
- Knowledge of the principles and practices of road construction.
- Knowledge of federal, state, and county rules and regulations for traffic striping, signs, and signals operations.
- Knowledge of and experience in traffic control signal maintenance or installation.
- Knowledge of the standard practices, methods, tool, and materials of the electrical trade.
- Knowledge of the hazards and safety precautions of the trade.
- Skills in organization and task prioritization.
- Ability to interpret electrical diagrams and blueprints.
- Ability to work with minimum supervision.
- Ability to understand and follow oral and written instructions.
- 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 climb, balance, kneel, crouch, and crawl; and will frequently be required to stand, sit, use hands to finger, handle, feel, talk and hear.

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.