

**CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer**

TITLE: Traffic Signal/Electrical Manager

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JOB RESPONSIBILITIES: Under general direction, oversees and coordinates City traffic signalization program. Installs, repairs and maintains traffic signals, street lights, and city building and facilities electrical systems for the safety of all residents; supervises designated City personnel in performance of above duties; serves as liaison between City and outside entities in coordination with Director of Public Service.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED), supplemented by Journeyman Electrician licensure/certificate from an accredited electrical apprenticeship/trade program and/or five (5) or more years of commercial/industrial wiring experience or equivalent; must pass a criminal background check; must be able to qualify for and remain insurable under the City's vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess or obtain (within six [6] months) a State of Ohio Class B Commercial Driver's License; must have Ohio Fire Alarm License; Journeyman Electrician license/certificate from an accredited electrical apprenticeship/trade program preferred.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
40-50	1. Plans for and manages scheduled and emergency maintenance of City traffic signalization. Performs electrical maintenance and repair of traffic signals (e.g., replaces lamps; repairs and replaces damaged loops; removes and replaces bad components in control cabinet; programs and reprograms controllers; replaces damaged cables; maintains pedestrian buttons); installs new traffic signals; conducts traffic signal preventative maintenance (e.g., performs street light installation; repairs bad underground cable; replaces bad lamps; etc.). In coordination with the Director of Public Service, serves as liaison between the City and outside entities	1. Knowledge of (1) City, Department, and Division policies and procedures,* (2) personnel rules and regulations, (3) workplace safety, (4) electrical installation, (5) maintenance and repair, (6) traffic signals and control devices, (7) local geographic area, ability to (8) interpret extensive variety of technical material in books, journals, and manuals, (9) deal with problems involving several variables within familiar context, (10) recognize unusual or threatening conditions and take appropriate action, (11) define problems, collect data, establish facts, and draw valid conclusions, (12) follow detailed

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	relative to traffic signal, street lights, and electrical systems; coordinates traffic and electrical projects with outside contractors and entities; communicates with and coordinates with other City administrators.	
	Establishes and maintains equipment maintenance schedules. Determines and recommends the type and amount of equipment and materials required. Maintains inventory and prepares required documentation/reports.	
20-35	2. Maintains and repairs City electrical and electronic equipment.	1. (continued) instructions, (13) read and interpret blueprints, plans and other technical drawings, (14) exercise independent judgment and discretion, (15) determine material and equipment needs, (16) calculate fractions, decimals, and percentages, (17) prepare accurate documentation, (18) communicate effectively, (19) develop and maintain effective working relationships, (20) travel to and gain access to work sites, (21) perform manual labor for extended periods of time in often adverse conditions, (22) handle sensitive inquires and contacts with officials and general public, (23) resolve complaints; skill in (24) motor vehicle operation, (25) bucket truck operation; (26) use of hand and/or power tools, (27) use of electrician tools. 2. Knowledge of (1),* (2), (3), (4), (5); ability to (8), (9), (10), (11), (12), (13), (14), (15), (18), (19), (20), (21), (24); skill in (24), (25), (26), (27).
10-15	3. Maintains and repairs fire alarm systems.	3. Knowledge of (1), (2), (3), (4),* (5), (28) fire alarm systems; ability to (8), (9), (10), (11), (12), (13), (14), (15), (18), (19), (20), (21); skill in (27), (28).
10-15	4. Maintains and repairs automated control devices related to building and system operation; maintain and repair speed drives, motors and related control devices (electric and mechanical).	4. Knowledge of (1), (2), (3), (4),* (5), (29) automated control devices; ability to (9), (10), (11), (12), (13), (14), (15), (18), (19), (20), (21); skill in (27), (28).

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10-15	5. Maintains and repairs city owned street lighting, parking lot lighting, and building lighting.	5. Knowledge of (1), (2), (3), (4),* (5), (30) street and building lighting; ability to 8), (9), (10), (11), (12), (13), (14), (15), (18), (19), (20), (21); skill in (22), (23), (24), (25).
15-20	6. Supervises designated Service Department/assigned employees as necessary to perform electrical maintenance and repair of traffic signals, installation of new traffic signals, repairs of electrical and electronic equipment, fire alarm systems, building automated contrail devices, etc. (e.g. assigns and directs work; determines staffing requirements; reviews and evaluates work; examines work for conformance to standards/policies; recommends and develops policies; recommends discipline and corrective action; trains and instructs staff)	6. Knowledge of (1),* (2), (3), (4), (5), (6), (7), (31) supervisory/management principles, (32) manpower planning; ability to (8), (9), (10), (11), (12), (13), (14), (15), (18), (19), (20), (21), (33) train and instruct others; skill in (25), (26), (27), (28).
5-10	7. Performs other duties as assigned.	