

CITY OF KENT  
POSITION DESCRIPTION

Position Inventory Number:     PW559    

Classification Specification:     Traffic Signal Systems Supervisor    

Salary Range:     NR 43 – Management Benefit Level C    

Position Description:     Traffic Signal Systems Supervisor    

Incumbent: \_\_\_\_\_

Location:     Public Works - Engineering/Transportation    



GENERAL PURPOSE:

Under the direction of the Transportation Engineering Manager, or designee, supervise, coordinate, and direct the operation and maintenance functions of the City's traffic signal and street lighting systems; providing safe and effective system operation.

Work is characterized by supervisory and professional duties involved in the operation of the Traffic Master Computer System, setting signal timing and coordination plans, reviewing plans for traffic signal and lighting systems and/or other public works projects; and performing supervisor responsibilities in accordance with the City's policies, procedures, and applicable laws.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and the supervisor work together to develop deadlines and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, implement, and optimize timing strategies, standards, and practices for traffic signals and signal systems.

Plan and oversee the operation and maintenance functions of the City's traffic signal and street lighting systems.

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing

complaints; and resolving miscellaneous personnel issues.

Monitor traffic signal and street lighting systems to insure safe and efficient traffic flow.

Review traffic signal design plans and specifications.

Assist in preparing and overseeing the signal and street lighting budget.

Prioritize and assign projects according to established guidelines.

Schedule and monitor maintenance of City street lighting system.

Develop and monitor maintenance programs for traffic signals and related equipment. Provide periodic reports to supervisor.

Provide information and technical assistance as needed; resolve concerns regarding traffic signal and lighting systems.

Operate computers, software, calculators, copier, and other related traffic signal equipment in Transportation section.

Oversee the design, construction, maintenance, and other Public Works projects related to traffic signals.

Assure that project designs are in compliance with a variety of federal, state, and city laws, codes, ordinances, and regulations governing regarding traffic signal and lighting systems.

Maintain various files and records related to project status and computations; prepare descriptions and progress reports as requested; prepare internal and external correspondence as needed; and review related work assigned to technical and administrative support.

Communicate and coordinate work with City personnel, consultants, other agencies, and the public to exchange information, facilitate work processes, and resolve conflicts.

Attend and provide informational support at both City council and Public Works committee meetings.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

**PERIPHERAL DUTIES:**

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Developing and implementing signal operation plans for the Traffic Master Computer System
- Traffic signal timing software, such as Synchro, HCS, TS-PPDraft, and Petra
- Principles, practices, and standards of Traffic Signal Engineering
- Manual on Uniform Traffic Control Devices, workplace safety regulations, and work zone traffic control procedures
- Computerized traffic safety devices
- Electronic technology
- Methods, techniques, operations, and procedures in traffic signal design and street lighting systems
- Scheduling methods and techniques
- Applicable laws, codes, regulations, policies, and procedures
- City organization, operations, policies, and objectives
- Recordkeeping techniques
- Research, analysis, and problem solving methods
- Trends, legislation, and other developments in the field of traffic signal design and traffic signal engineering

SKILLED IN:

- Reviewing the design of Public Works projects as they relate to traffic signal, street lighting, or fiber optic infrastructure that support Kent's Traffic Control Management System in accordance with budget limitations and established safety standards
- Making extensive mathematical computations accurately
- Using interpersonal skills effectively in tactful, patient, and courteous manner
- Using effective oral and written communications
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries

ABILITY TO:

- Coordinate and direct the operation and maintenance functions of the City's traffic signal and street lighting systems
- Supervise, train, motivate, and provide work direction to others
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Plan and organize work
- Work independently with limited supervision
- Train and provide work direction to others
- Analyze situations accurately and adopt an effective course of action
- Compose, proofread, and edit correspondence, technical journals, engineering rules, and regulations
- Operate machines, tools, and equipment as described below
- Interpret an extensive variety of technical instructions in mathematical or

diagram form and deal with several abstract and concrete variables

**MACHINES, TOOLS, AND EQUIPMENT USED:**

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, and projector.

The incumbent may also be required to operate a city vehicle to travel to and from different work sites.

**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. While performing the duties of this job, the employee is regularly required to use laptop computer and examine plans and maps; frequently required to use a city vehicle to travel to work sites; and occasionally required to assist signal technicians.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

**EDUCATION AND EXPERIENCE:**

Education: Bachelor's degree in engineering and course work involving electronic technology; and

Experience: Three (3) years increasingly responsible experience in the operation and maintenance of traffic signal and street lighting systems.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State Driver's license, or the ability to obtain within thirty (30) days of employment
- IMSA Certification, level 2 (Level 3 preferred)
- Engineer In Training (EIT) Certificate is highly desirable

**WORKING CONDITIONS:**

Work is performed primarily indoors and outdoors in a moderate to loud noise level. The incumbent is subject to different weather conditions working in traffic and may be contacted by angry or disgruntled individuals. In addition, the incumbent may be called upon for emergency purposes, and may work in inclement weather conditions.

SIGNATURES:

\_\_\_\_\_  
Incumbent's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

Approval:

\_\_\_\_\_  
Department Director/Designee                      Date

\_\_\_\_\_  
Employee Services Director/Designee                      Date

\*\* Note:        This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 2/4/08; 9/24/08