

STREETLIGHT SYSTEMS SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: Under general direction, supervises and directs the activities of the Streetlight Systems Unit within the Transportation Department; performs related work as required.

Distinguishing Features: The Streetlight Systems Supervisor, under the general direction of the Transportation Field Operations Superintendent, is responsible for managing the installation, maintenance, and repair of the City's residential and arterial streetlight systems. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to coursework in electrical, traffic engineering, or related field. Extensive (5+ years) full-time work experience in streetlight design and operation.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Electrical or Traffic Engineering is desirable. Two years of supervisory experience, preferably in a municipal setting is highly desirable.

ESSENTIAL FUNCTIONS

Communications: Communicates with the general public, other City employees, vendors, management, contractors, and public officials in order to explain procedures, policies, and to resolve or minimize problems related to streetlights. Prepares written documents and makes oral presentations on streetlight systems with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, and federal regulations such as the Occupational Safety and Health Administration (OSHA) and the National Electrical Code (NEC), and state and other standards and guidelines. Inspects, monitors, and evaluates streetlighting projects to determine compliance with prescribed operating, safety, or other standards such as the City Safety Manual and the Traffic and Streets Safety Manual. Distinguishes the full color spectrum to determine proper wire installation. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates a City vehicle requiring a standard Driver's License to review job sites. Operates a variety of standard office equipment. Enters data into a personal computer to prepare reports and letters, and lighting calculations. Prepares and updates schedules to projects.

Mental: Plans, organizes and directs the repair, maintenance, and installation of streetlights and related equipment. Supervises and evaluates the work of subordinate personnel in streetlight design and repair. Prioritizes own work, work of subordinates, and assigns work to personnel. Resolves procedural, operational, and other work-related problems by analyzing any problems that occur and developing new procedures and policies to correct them. Coordinates work activities and program functions with other City departments, agencies, and companies, such as Salt River Project (SRP). Develops policies and procedures, and short- and long-term objectives for streetlight repair, replacement, and the conversion program. Conducts research and analyzes data in order to effectively recommend the lighting requirements for the City, and the design of new lighting systems. Performs mathematical calculations, statistical computations, financial and cost analysis for streetlight projects. Makes recommendations to management for the Streetlight budget. Comprehends and makes inferences from specifications and manuals to effectively update streetlight specifications and details. Understands and interprets blueprints, schematic drawings, and layouts to plan, coordinate, and estimate projects. Estimates labor and material costs from blueprints, and other work plans. Learns job-related material in a classroom setting regarding streetlight design.

Knowledge and Abilities:

Knowledge of:

traffic engineering principles;
electrical engineering principles;
the hazards and safety precautions to be observed while performing streetlight installation and maintenance work; and
the principles and practices of supervision.

Ability to:

plan, organize, coordinate with other City departments, and supervise through the Streetlight Foreman, the repair and maintenance of streetlights and related equipment;
review projects to ensure conformance with plans and specifications;
resolve conflicting priorities and adjust work schedules to meet emergency conditions;
conduct nighttime streetlight engineering studies and surveys in order to effectively recommend the lighting which the City should provide, by considering such factors as peak hours of use, locations of playgrounds, bicycle use, number of driveways, traffic conflict (cars, bikes, people), reflection of roadway, and typical traffic speed;
exercise personnel authority in the unit by evaluating personnel, initiating disciplinary actions, and other personnel activities as necessary;
act as management's representative in the first step of the grievance procedure;
investigate reports of claims against the City wherein streetlights are alleged to have contributed to damage and/or injury;
work with the general public to prevent, resolve, or minimize problems related to streetlights;
respond to emergency service calls and direct the correction of problems;
handle ongoing engineering assignments related to streetlights;
design new lighting systems;
calculate lighting levels and voltage drops;
monitor monthly billings for streetlight power usage;
organize and conduct surveys, compile statistical data, and prepare reports on lighting problems;

interpret maps, project plans, blueprints, and diagrams to determine equipment, materials, level of work, and time needed;
plan, coordinate, and review streetlight design, installation, maintenance, and repair;
coordinate power requests for various projects with SRP and the City's Electric Division and resolve any difficulties that might occur;
present ideas and reports effectively and appropriate to the intended audience, both orally and in writing;
deal with the stress of shifting priorities and emergencies; and
establish and maintain effective working relationships with subordinates, contractors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

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EEO-Tech

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 54

IND-6325

SWORN-No