

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) OPERATIONS SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: Under general direction, an Intelligent Transportation Systems (ITS) Operations Supervisor performs administrative and supervisory work of substantial difficulty in planning, organizing, and directing the activities of the ITS Operations Group within the Transportation Department. This class performs related work as required.

Distinguishing Features: The ITS Operations Supervisor, under the general direction of the ITS Engineer, is responsible for managing the installation, operation, maintenance, and repair of the City's traffic signals. Work also involves assisting in the preparation and management of the operations budget and the preparation of written recommendations, surveys, council proposals, manuals, reports, and forms. This class can be distinguished from the ITS Operations Foreman by its management responsibility for the ITS Operations group. The incumbent is subject to call-out during off-duty hours to cover emergency situations. 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, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Traffic Engineering or related field. Considerable (3 - 5 years) experience in traffic signal construction, maintenance, and repair with at least two years in a supervisory capacity or as a team/project lead. Must have good knowledge of personal computer (PC) operations.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Good experience using Microsoft Word and Excel. Some experience in Visio, SharePoint, MMS and Cityworks is desirable. Experience with a central traffic signal system for troubleshooting and maintenance.

ESSENTIAL FUNCTIONS

Communication: Communicates with Transportation Department staff, the general public, other City employees, vendors, management, and contractors to provide information on traffic signal and ITS operation and performance, and to resolve problems. Prepares written documents, such as specifications, recommendations, annual reports, performance evaluations, and procedural manuals 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, federal and state regulations, such as Manual on Uniform Traffic Control Devices (MUTCD), Occupational Safety and Health Administration (OSHA), policy and procedure manuals, and the Traffic Barricade Manual. Operates a City vehicle requiring a standard Arizona Driver's License to travel to meetings and to job sites for field inspections. Enters data or information into a personal computer in order to create documents, and prepares and updates maps, schedules, and graphs to provide information on the system and staff activities. Works in a variety of weather conditions while performing traffic signal, other ITS and communication system equipment inspections, or field meetings.

Mental: Plans, organizes and directs the activities of the ITS Operations Group. Manages, supervises and evaluates the work of staff in areas such as traffic signal operation and maintenance; construction of new and modification of existing signals; and installation, operation, and maintenance of the ITS field systems. Prioritizes own work, work of others, and assigns work to personnel. Resolves procedural, operational, and other work-related problems by gathering information, evaluating, and making a decision. Coordinates work activities with other City departments, other cities, and other agencies. Develops traffic signal policies and procedures to meet short- and long-term objectives. Analyzes internal effects of maintenance on trouble calls to improve operations of the system and attempt uniformity. Performs mathematical calculations, statistical computations, and financial and cost analysis. Prepares short- and long-range plans, estimates, staffing projections, and assists with the budget. Develops and maintains schedules for construction and maintenance. Reads, understands and interprets complex specifications, schematic drawings, manuals, and engineering plans to construct and inspect ITS equipment. Estimates labor and material costs from blueprints and verbal descriptions of work required. Learns job-related material through higher educational opportunities, attending career-specific conferences, and seeking additional training opportunities.

Knowledge and Abilities:

Knowledge of:

the operation and timing of traffic signal control devices, construction, and maintenance practices;
the application, operation, and limitations of intelligent transportation systems and components such as Closed Circuit Television (CCTV), dynamic message signs, machine vision, and traffic detection systems;
the principles and practices of personnel management, supervision, and training;
guidelines from the MUTCD, Institute of Transportation Engineers (ITE), International Municipal Signal Association (IMSA), Federal Highway Administration (FHWA), and other applicable standards for signals, ITS and related communications equipment;
troubleshooting defects and faults in electrical wiring and signal control equipment and of effective corrective measures; and
the hazards and precautionary methods required to operate in a safe manner while engaged in operations peculiar to traffic signal and ITS work.

Ability to:

plan, direct, and oversee the implementation of the City's traffic signal and ITS communications systems;

establish operating procedures for system troubleshooting;
anticipate failure modes and implement preventive or corrective measures;
evaluate problems with the signal system and other ITS and communication systems, and direct staff in taking corrective action;
work with City personnel, other government agencies, contractors, and the general public to prevent, resolve, or minimize signal, ITS, and communication system-related problems;
compile and analyze data pertinent to conditions affecting traffic signal operation by considering such factors as modifications to design, changes in geometric configuration, changes in distribution, changes in volume, and increased pedestrian movement;
plan, organize, and supervise the installation, modification, repair, and maintenance of traffic signals, ITS communication system, and related equipment;
schedule projects and order necessary materials and equipment;
give instructions in work procedures, safety practices, technical aspects, department policies, and related requirements;
review projects in progress or upon completion to ensure conformance with plans and specifications;
adjust work schedules to meet emergency conditions;
produce documents such as procedural and safety manuals with clearly-organized thoughts, proper sentence construction, punctuation, and grammar;
prepare contracts, engineering service requests, and other information for continuous delivery of service;
compile data regarding service performance;
present ideas and report effectively both orally and in writing;
plan assignments and working procedures and supervise technically-trained personnel;
design and modify traffic signal construction plans;
make quick and accurate decisions under stress; and
remain flexible while experimenting with different solutions to traffic control needs.

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 do 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.

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EEO-Tech

JOB FCTN-ADM

INCREMENTS 46-200

PAY GRADE: 54

IND-5506

SWORN-No