



Code: 5089

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

CLASS TITLE: FOREMAN OF TRAFFIC SIGNAL REPAIRMEN

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises staff engaged in installing and repairing traffic signal control devices and related electrical equipment in the field or in the shop, and performs related duties as required

ESSENTIAL DUTIES

- Positions assigned to field operations supervise Traffic Signal Repairmen in the repair of malfunctioning mechanical and electronic traffic signals, underground and aerial cabling and related traffic signal control equipment
- Supervises construction crews installing new traffic signal intersection equipment. Oversees testing of traffic signal systems to ensure equipment is working per engineer specifications. Updates and maintains all field work reports
- Positions assigned to shop operations supervise shop personnel assigned to installing and wiring component parts within new traffic controller cabinet. Oversee repair and reconstruction of damaged component parts and controller cabinets
- Contributes to the design and programming of traffic signal control systems. Oversees the installation of traffic timing sequence programs
- Makes daily work assignments to ensure efficiency and productivity and re-assigns crews to respond to emergency situations
- Inspects and monitors work in progress to ensure adherence to installation plans, departmental standards, and safety procedures
- Prepares requisitions to order materials and equipment needed by staff to complete jobs
- Reviews traffic signal timing plans issued by Traffic Signal Engineers and prepares timing changes, sequence changes, and traffic cabinet drawings
- Prepares work reports detailing job requirements, manpower, and materials used and man hours to complete jobs
- Reviews and updates traffic signal intersection paperwork including underground cable plans, field wiring diagrams and timing and signal plans and ensures proper archiving and filing of plans and paperwork
- Ensures work site and crew are equipped with required safety equipment and in compliance with departmental safety procedures, and federal and state safety regulations. Trains staff in proper safety procedures and practices
- Monitors work performance and evaluates staff. Responds to performance issues and initiates and enforces disciplinary actions as required.
- Prepares various administrative and operational reports relating to productivity

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Successful completion of a US Department of Labor registered lineman apprentice training program and journeyman status, plus four years of journey-level work experience in traffic signal repairs and installation; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- International Municipal Signal Association (IMSA) – Level Two Certification is required
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., traffic)
- Work performed above or below ground level
- Work performed using scaffolds and ladders
- Work performed at great heights with the use of safety belts

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Testing and monitoring equipment (e.g., multimeters, calibration equipment, fiber optics)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Communications equipment (e.g., two-way radio, dispatch equipment, multi-channel system)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *repair and maintenance practices and procedures applicable to the lineman/ traffic signal field
- *fundamental principles of electricity
- *use of safety equipment and protective gear
- *applicable test instruments and hand and power tools
- *applicable safety and code standards specific to the lineman/electrical trade
- *work procedures used in the repair and installation of traffic control mechanical and electronic systems

Some knowledge of:

- supervisory methods, practices and procedures
- Fiber Optic and LED technologies

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Traffic Signal Repairman class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING - Teach others how to do something
- SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
- TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Other skills as required for successful performance in the Traffic Signal Repairman class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

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- RECOGNIZE SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other abilities as required for successful performance in the Traffic Signal Repairman class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Traffic Signal Repairman class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: September, 2010