Job Description

Job Title:	Traffic Signal Technician	Classification:	Classified
Department:	Public Works	Grade:	170
Occupational Group:	Traffic Sign and Signal	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; installs, maintains, and repairs City signal and streetlight infrastructure.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs periodic preventive maintenance on traffic signals, streetlights, school flashers, four-way and caution flashers including testing electro-mechanical and solid-state controllers and microprocessors.
2. Troubleshoots, repairs, and replaces inoperable and defective components found in periodic checks and trouble calls; replaces burned out LED's in signals.
3. Maintains installation, maintenance, and repair activity records on city signals and streetlight infrastructure.
4. Investigates citizen complaints regarding malfunctioning signals and takes appropriate action, if needed.
5. Maintains inventory of parts, materials, and supplies needed to repair/maintain signals. Completes data entry for project tracking and completion; monitors and maintains inventory for efficient operation.
6. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Hangs flags, banners, and Christmas lights, as requested.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles, procedures, and techniques for programming, installing, maintaining, and repairing traffic signals; principles and techniques of general electronics maintenance and repair; locations of traffic signals in the City of Joplin; City of Joplin electric code; safety practices when working on active roadways; basic computer systems applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees and the public; programming, installing, maintaining, and repairing electronic traffic signals; using variety of hand and power tools and equipment associated with programming, installing, maintaining, and repairing traffic signals; office equipment including personal computer for data entry, reports, and email communication; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Advanced electrical training or an electrical license is preferred.

Experience: Two years full-time electronics installation and repair experience is required. Electrical experience is preferred. Advanced training or licensure may substitute for one year of required experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Successful completion of International Municipal Signal Association's (IMSA) Work Zone Safety and Signal Technician I certification is required within 24 months of appointment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; work above ground in a bucket truck; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must wear all approved PPE while performing duties in the field. Subject to call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	