



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Traffic Operations Supervisor

Department	Traffic
Pay Grade	14
FLSA Status	Non-Exempt
Safety Sensitive	Yes

JOB SUMMARY

Performs skilled work and inspections related to the installation, maintenance, and repair of all electrical equipment and components, relating to traffic signals, and lighting. Ensures compliance with the City of Hot Springs ordinances and regulations governing the installation and operation of all traffic signals, signs, markings, and equipment. Must be available for call out after hours due to traffic signal and lighting problems or sign knocked down.

ESSENTIAL JOB FUNCTIONS

- Checks the operation of traffic signals and controls.
- Performs scheduled maintenance and makes adjustments as required.
- Installs and tests new signals; installs the field wiring for the traffic signals, cameras, cell modems, signal communication radios, fiber, both new and replacement requirements.
- Operates bucket truck.
- Supervise employees with assigned job duties.
- Obtains quotes and order a variety of materials needed for job tasks and daily maintenance of traffic/parking duties.
- Performs work related to and maintenance on traffic signals, street lights, and parking lot lights; stripes new parking lots and maintains striping on city owned parking lots and stripes curbing as needed.
- Maintains numerous electrical outlets in the downtown area for events.
- Responds to burglar alarm calls after hours and any traffic signal issues or stop signs knock down.
- Performs any other related duties as required or assigned.

Supervision Received:

Works under general supervision of the Traffic Operations Manager.

Supervision Exercised:

Exercises close to general supervision over other personnel performing related work.

QUALIFICATIONS**Education and Experience:**

High school diploma or equivalent; and five (5) years of experience and training to do with traffic signals, signs, and markings; and five (5) years of experience in the installation, repair, and maintenance of traffic control devices; three (3) years of supervisory experience; or any equivalent combination of education and experience pertaining to Traffic signals, lighting, signs and Markings.

Licenses or Certifications:

Must possess a valid state of Arkansas driver's license.

Must have a clean driving record.

National Incident Management certificates; IS 100, 200, 300, 400, 700, and 800 within one (1) year.

Knowledge, Skills and Abilities:

- Working knowledge of the functions and maintenance requirements of solid-state signal devices.
- Working knowledge of the equipment and materials used in the installation and construction of traffic control devices (wiring, supporting, protection, erection, etc.).
- Knowledge of the M.U.T.C.D. and obtain information from it.
- Skill in performing electrical work involved in the installation, repair, maintenance, and construction of signal devices.
- Skill in basic computer operations.
- Ability to work from ladders, poles, and platforms.
- Ability to lift and operate equipment and tools required for construction of traffic signal systems.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to install street signs and paint markings in the City.

PHYSICAL/MENTAL DEMANDS

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs, or balances; specific vision requirements include close, color, distance, peripheral, depth perception, and the ability to adjust focus; occasionally required to lift up to 100 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually very loud; exposed to outdoor weather conditions; works in high precarious places and near moving mechanical parts; at risk of electrical shock and/or vibration.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.