

TRAFFIC MAINTENANCE ELECTRICIAN

POSITION SUMMARY: **An employee in this position is required to have an electrical journeyman license.** This position is responsible for supporting City programs and functions by performing labor intensive work related to maintenance and repair of City infrastructure, facilities, grounds, and equipment, within the areas of public services, utility plants, and traffic. Operate various types of equipment, tools, and vehicles. Routine and repetitive tasks may be carried out with minimal or no supervision. This position applies specific knowledge to analyze and respond to maintenance areas or concerns within established limits related to the employee's area of concentration.

SUPERVISION RECEIVED: Work is performed under the direction of the departmental supervisor or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform a variety of technical and complex maintenance related activities to public infrastructure, utility plants, and traffic.
2. Perform all of the essential job functions of the maintenance technician 1 position.
3. Provide customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
4. Perform skilled work constructing, maintaining, and inspecting all electrical work related to traffic functions.
5. Coordinate inspections and repairs of street lights, traffic signals, and communication lines with contractors, vendors, suppliers, and other municipalities.
6. Perform electrical work and installation within public buildings.
7. Operate, maintain, and perform repair and preventative maintenance on department specific vehicles, equipment, and tools. Clean equipment and follow inspection and preventative maintenance checklists. This may include investigating and repairing electrical components related to traffic functions.
8. Prepare and provide information for records and reports including logs, documentation of work activities, and supply inventory within a computerized maintenance management system (CMMS) or other software systems. Use computers, associated databases, and software to research, complete, and document various tasks. This may include GPS or GIS systems.
9. Maintain a clean, safe, and professional work environment.
10. Assist with a variety of projects, public relations activities, and special department and City events.
11. Assist with the manufacturing street signs in the traffic department sign shop.

12. Place temporary traffic control devices as needed.
13. Perform heavy manual labor.
14. Identify, locate, and mark underground utilities.
15. Remove snow using specialized winter maintenance equipment.
16. Train, mentor, and lead employees by directing daily tasks, providing feedback, and advising supervisor of work performance. May lead and direct employees or subcontractors.
17. Assist with and oversee projects; meet with project contractors and engineers.
18. Perform related work as required; may include assisting employees in a higher classifications in more complex assignments.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. High school diploma or equivalent and five years of progressively responsible experience in field of maintenance, construction, or applicable field. A combination of education and experience may substitute for the five year requirement.
- B. Possess and maintain electrical journeyman license.
- C. Obtain and maintain lift truck, scissor lift, aerial lift, and other licenses and certifications as required.
- D. Possess a valid Michigan motor vehicle operator's license.
- E. Demonstrate proficiency in all duties of the maintenance technician 1 position in appropriate area of expertise.
- F. Possess thorough knowledge of the methods, materials, and equipment used in maintenance operations.
- G. Demonstrate a mechanical aptitude, good powers of observation, and able to troubleshoot.
- H. Able to work as a team and with minimal supervision. Able to make decisions according to appropriate rules, regulations, departmental policies, and procedures. Possess self-supervising attributes and a positive, congenial attitude.
- I. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies, and the public.
- J. Able to communicate effectively and prepare detailed and accurate work orders and other reports. Able to effectively present ideas orally and in writing for varied audiences.
- K. Able to follow established procedures and carry out complex instructions with minimal supervision. Able to diagnose, assess, and troubleshoot problems and take appropriate corrective action.

- L. Able to work effectively within deadlines, under stress, and with changing work priorities.
- M. Able to work various shifts and respond to call outs to provide proper coverage for all activities and events.
- N. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.
- O. Able to use computers and software programs for work orders, infrastructure locating, and specialized applications. Able to learn additional programs as required.
- P. Able to read and interpret data, blueprints, sketches, diagrams, manuals, and control schematics.
- Q. Knowledge of federal, state, and local standards and codes related to area of expertise and skill trade.
- R. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, electrical safety, and department specific safety procedures.

ADVANCEMENT CRITERIA: *Employees are expected to gain technical knowledge and field expertise and demonstrate an increasing level of proficiency in all aspects of assigned work. They must meet the expectations of the appraisal process and display good attitude and initiative in order to advance within this classification. Before reaching G step of the classification and salary schedule, employees must successfully complete the advancement requirements of G-K. Employees who fail to obtain these requirements will not advance past the F step; additionally, failure to maintain the required licenses and certifications of G-K will result in a salary reduction to F step.*

A-F classification requirements:

- Three years responsible work experience as a commercial electrician.
- Possess and maintain International Municipal Signal Association (IMSA) Michigan Temporary Traffic Control (MTTC), and signs and Markings, Level I certification or equivalent.
- Shall be eligible to perform standby duty after obtaining the MTTC certification.

G-K classification requirements:

- Three years work experience as a traffic maintenance electrician.
- MTTC level 2 certification or equivalent.
- Achieve a minimum of 10 Personal Development Hours (PDH) or 1.0 Continuing Education Credit (CEC) of applicable coursework relative to traffic signals, street lighting, or electrical work. Prior approval of the supervisor shall be required to determine applicability.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is

occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

February 2018