

## INTELLIGENT TRANSPORTATION SYSTEMS MAINTENANCE SUPERVISOR

### DEFINITION

To plan, organize, direct and supervise technical work in the installation, testing, troubleshooting, maintenance, calibration, inspection, repair and modification of electrical and electronic traffic signal, Intelligent Transportation Systems (ITS) and associated communications systems, networks and control systems; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

Exercise direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for the operation, maintenance and repair of electrical and electronic traffic signal, Intelligent Transportation Systems and associated communications systems, networks and control systems; and assist in developing and implementing policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in electrical and electronic traffic signal, Intelligent Transportation Systems and associated communications systems, networks and control systems maintenance activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; work with employees to correct deficiencies; recommend discipline; implement discipline procedures.

Review and comment on construction plans including specifications, special conditions, agreements, and instructions.

Review and provide recommendations regarding project design submittals and proposed construction and/or service agreements.

Develop and implement preventative maintenance plans.

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Prepare and/or assist with the preparation of strategic plans related to technology infrastructure.

Prepare Requests for Proposal for service and equipment; oversee the work of contractors; recommend contract change orders and payments.

Support long-term planning as it relates to current and future communications systems, networks and control systems.

Evaluate hardware and software solutions for the data center, traffic signal and ITS infrastructure and City-wide traffic network.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of electrical, electronic, and network maintenance as related to traffic signals, transportation, ITS construction, and traffic and development projects.

Methods, materials, and techniques used in the design, construction, maintenance, and operation of public works traffic signal and ITS infrastructure.

Principles of networking, system design development, analysis and testing.

Virtualized server environment including hardware installation, software setup and routine maintenance.

Principles, methods, materials and equipment used in the installation, testing, maintenance, operations and modification of electronics equipment.

Traffic signal control equipment, including logic controllers, battery backup systems, intelligent transportation systems components and related devices.

Components and parts used in modern street lighting; traffic signals, Intelligent Transportation Systems.

Principles of supervision, training and performance evaluations.

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Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules

### Ability to:

Organize, implement and direct electrical and electronic traffic signal, Intelligent Transportation Systems and associated communications systems, networks and control systems maintenance activities.

Interpret and explain pertinent City and department policies and procedures.

Perform the more complex troubleshooting and repair a wide variety of electrical and electronic equipment and devices.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Four years of increasingly responsible experience performing technical work in the installation, testing, troubleshooting, maintenance, calibration, inspection, repair and modification of electrical and electronic traffic signal and providing support for computer systems, networking systems and virtualized server, including one year of lead responsibility.

AND

#### Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree supplemented by specialized training in electronics, computer science, or a related field.

### License or Certificate:

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Possession of a California driver's license upon date of appointment.

Possession of an International Signal Association Level 3 certificate.

Possession of Comp TIA A+ certificate highly desirable.