

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 266-4767

2. Class Title (i.e. payroll title):

Traffic Signal Electrician 3

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lynn Christoph

Work Phone: 266-4767

5. Department, Division & Section:

Transportation Department, Traffic Engineering Division, Electrical Section

6. Work Address:

1120 Sayle St

7. Hours/Week: 40

Start time: 7:45 am End time: 4:15 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

Performs highly skilled technical and advanced journey level electrical work relating to fiber optic network systems, traffic signals, street lighting, emergency alarm systems and other City maintained electrical/electronic equipment and systems. This position also performs electrical inspections, trains lower level employees and performs leadwork duties as assigned.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50% A. Network Installation, Modification, Troubleshooting & Repair

1. Research, design, install, inspect, maintain, and repair fiber optic network systems and related equipment.
2. Document network installations and modifications.
3. Provide technical support to City Information Technology Department.
4. Install, maintain, and repair other network cables and devices (e.g.: LAN; Ethernet).
5. Respond to, diagnose and repair equipment damaged in accidents and/or by contractors.
6. Train employees as assigned.

7. One-call duties, such as cable locates and markings.
- 35% B. Install, modify, maintain, and repair traffic signals and related equipment.
 1. Install and modify traffic signals and signal systems.
 2. Perform routine and scheduled maintenance and repairs to associated equipment (e.g.: microprocessor based controllers; vehicle detectors; induction loops; time base coordinators).
 3. Repair equipment damaged in accidents and/or by contractors.
 4. Respond to, diagnose, and repair traffic signal malfunctions.
 5. One-call duties, such as cable locates and markings.
 - 5% C. Install, modify, maintain, and repair lighting systems and related equipment.
 1. Install and modify lighting systems and associated equipment.
 2. Perform routine and scheduled maintenance and repairs to associated equipment (e.g.: photocells; control panels; electrical vaults; lamps; ballasts; starting circuits; transformers).
 3. Repair equipment damaged in accidents and/or by contractors.
 4. Respond to, diagnose, and repair lighting malfunctions.
 5. One-call duties, such as cable locates and markings.
 - 5% D. Perform leadwork duties as needed.
 1. Plan, assign, and oversee electrical section employees.
 2. Monitor & review projects for completion.
 3. Review daily work reports.
 - 5% E. Miscellaneous
 1. Perform emergency repair work as required, including rotating standby duties.
 2. Complete and verify daily work orders and records for installations, modifications, repairs, scheduled maintenance, and billing information.
 3. Complete "as built" drawings.
 4. Equipment clean up and maintenance.
 5. Perform inspections of City or City related electrical projects. Direct contractors; make field modifications as needed. Assure compliance with State and local public work specifications.
 6. Repair and maintain emergency alarm systems.
 7. Assist in training employees.
 7. Other duties as assigned.

12. Primary knowledge, skills and abilities required:

Ability to research, develop, install, maintain, diagnose, and repair fiber optic network cable systems and related equipment. Working knowledge of, and the ability to install, maintain, diagnose and repair traffic signals, streetlights, emergency alarm systems, and other City-maintained electrical equipment and devices. Working knowledge of federal, state, and local electrical and safety codes. Ability to perform electrical inspections relating to traffic signal and streetlight construction. Ability to understand and effectively carry out oral and written assignments. Ability to work from penciled layouts, blueprints, and specifications. Working knowledge of, and the ability to train staff on computer applications used by the City of Madison. Ability to train and direct crews in the repair, modification, maintenance, and installation of TE related equipment. Ability to direct and complete projects with little or no supervision. Ability to keep detailed records and create reports. Ability to establish, implement, and maintain proper work zone safety. Ability to operate a variety of aerial lift vehicles, digging, trenching, and other construction equipment. Ability to use color-coded wiring systems. Ability to engage on a daily basis in strenuous physical activity and to perform under adverse weather conditions. Ability to maintain and clean equipment and work areas. Ability to lift 100 pounds occasionally and to lift 20 – 50 pounds regularly. Ability to maintain adequate attendance.

13. Special tools and equipment required:
Computers and/or computer type equipment. Aerial & line trucks, skid loader & attachments including back hoe and trencher. Electronic test equipment, fiber optic cable equipment, high voltage safety equipment and any other safety equipment. Operates construction related tools including but not limited to cement saws, power and small hand tools.

14. Required licenses and/or registration:

CPR Certification
Signal Electrician Certification – Level 2
City of Madison Maintenance Electrician license or equivalent
Class A CDL

15. Physical requirements:

Ability to engage in strenuous physical activity; ability to lift/carry objects weighting up to 100 lbs on occasion & objects weighing 50 lbs on a regular basis. Position requires a high percentage of work outdoors in all weather conditions and in high traffic situations at various heights above the ground. Employees must be able to frequently walk, bend, squat, climb, kneel, stoop and lift arms overhead to perform work for extended periods of time.

16. Supervision received (level and type):

Limited; work is reviewed for overall results.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.