



JOB DESCRIPTION

JOB TITLE: Signal Light Maintenance Technician

JOB CODE: 3240

DEPARTMENT: Public Works – Road Division

FLSA STATUS: Non-Exempt

REPORTS TO: Road Maintenance Supervisor

SUMMARY OF JOB PURPOSE

Performs semi-skilled electrical tasks for installation, maintenance, repair, and alteration of signal lights and other electrical equipment within the department; may provide backup and handle duties of Road Maintenance Operator as required; provides training to other signal technician trainees.

ESSENTIAL FUNCTIONS

1. Maintains the County traffic control systems including the maintenance, calibration, and repair of electronic and electromechanical traffic signal control equipment such as traffic signals, flashing school signs, and pedestrian school signs; replaces electronic components such as switch packs, conflict monitors, or controllers.
2. Installs, maintains and modifies traffic signal wiring systems and electrical devices such as circuit breakers, load switches, and controllers; makes signal timing changes as directed and ensures that proper timing is restored after repairs have been made; makes shop repairs of electronic components; designs and constructs specialized electronic test equipment as necessary.
3. Investigates complaints and reports of signal malfunctions and performs adjustment or repair as required to solve the problem; inspects and tests equipment installed by contractors and ensures compliance with applicable codes and standards.
4. Compiles and maintains accurate records of installations, maintenance, repair, and general operation of traffic signal and pole mounted outdoor lighting systems.
5. Installs and maintains all county-owned road signage and road markers in accordance with public safety, MUTCD, County, State, and Federal laws;
6. Sets up work zones for the safety of the public and the road workers; ensures safe repairs to the County's street lighting systems.
7. Responsible for ordering inventory and stocking parts for traffic signal lights, road signs, and for the County maintenance repair shop; maintains thorough inventory of all signs and their locations.
8. May provide routine road maintenance work as requested, including repair of surface failures, utility cuts, and potholes; seal cracks in pavement, maintain secondary roads and shoulders, repair concrete sidewalks/gutters and guardrails, and grade, water and roll gravel; sweeps and cleans roads as necessary; transports materials to work site and completes required daily logs and reports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and completion of a four (4) year apprenticeship in installation, construction, maintenance and repair of electrical, plumbing, carpentry or mechanical systems; OR five (5) years previous experience in these building trades, a year of which must have included performing skilled tasks such as those listed above. Two (2) years of experience in maintaining and repairing signal lights is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers and/or employees of the County.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of functions and characteristics of a variety of hand and power tools, principles, practices and work standards in the various carpentry, electrical, plumbing, mechanical, sheet metal fabrication, and radio communication trades. Knowledge of equipment utilized in installation, maintenance, and testing of various electronic and mechanical systems, and knowledge of proper safety techniques.

Skill in preparing sketches of work and making estimates of materials and labor required; reading and interpreting blueprints and working from plans and specifications; establishing and maintaining routine records of work accomplished; use and care of tools and materials of the trade; testing, locating and repairing trouble in electrical circuits, mechanical equipment, and plumbing and water systems.

Knowledge of the functions, characteristics, and proper use and care of common hand power tools such as shovels, pickaxes, and jackhammers; proper operations of heavy power-driven road construction equipment such as backhoes, graders, front end loaders, dump trucks, etc. Knowledge of proper safety precautions and procedures for operation of equipment, setting up a job site, and performing work tasks; knowledge of established policy, procedure and departmental regulations relating to the maintenance, repair and construction of roads and road appurtenances.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Class-A Commercial Driver's License from the State of Nevada, with an acceptable driving record and with a T-Tankers endorsement; Current Flagging and Work Zone Safety Certification Card and a Level 1 Signal Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl; must frequently lift and/or carry up to 35 pounds and must occasionally lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to high, precarious places and outside weather conditions; is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud to very loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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