



**JOB TITLE: TRAFFIC SIGNAL TECHNICIAN I**

**DEPARTMENT: ENGINEERING**

**JOB CLASS NUMBER: 4344**

**DIVISION: TRAFFIC ENGINEERING**

**REVISION DATE: 4.8.2024**

  
Acceptance Department Head

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**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*Under the supervision of the Traffic Superintendent, Traffic Signals Crew Leader, and/or Tech II, this position serves as a trainee Traffic Signal Tech while learning procedures. This is the first level in the Traffic Signal Services Series.*

**EXAMPLES OF DUTIES:**

- *Serves as a trainee Traffic Signal Tech while learning procedures.*
- *Services, loads, and unloads vehicles.*
- *Operates an aerial lift truck and other work vehicles.*
- *Installs and secures traffic signal equipment and hardware.*
- *May be required to manually dig holes for strain poles and anchors.*
- *May be called to assist in the operation of other Engineering crews and/or the operation of the Traffic Engineering office and facilities.*
- *Operates a variety of electrical hydraulic and manual hand tools.*
- *Provides a safe, courteous, and effective service to the public.*
- *Works well with all other departments and divisions of the City.*

**TRAINING AND EXPERIENCE:**

- *High School diploma or GED*
- *Must have or be able to obtain within 1 year an IMSA Level I certification in Traffic Signals or higher*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- *Thorough working knowledge of assembling, adjusting, testing, and programming of the traffic signals and control devices and materials in service in the City of Monroe.*
- *Proficient in knowledge of electrical procedures.*
- *Able to read, understand and apply electrical circuitry.*
- *Prepares work order forms and written daily reports to turn into Supervisor within 24 hours of performed work or next scheduled workday.*
- *Maturity and good reasoning skills.*
- *Able to understand, follow, and issue oral and written instructions.*
- *Able to operate hand tools.*
- *Able to perform multiple tasks.*
- *Able to prepare written activity reports; organize and maintain records and information.*
- *Must be punctual and dependable with good attendance and work habits.*
- *Maintains thorough knowledge of maintenance procedures and techniques.*
- *Maintains physical stamina, manual dexterity, eye-hand-foot coordination, form, and spatial perception.*

- *Maintains a pleasant personality and communicates easily with the public; diplomacy, tact, and professionalism required.*
- *Good penmanship, strong grammar, and spelling skills desirable.*

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- *Required to ascend and descend in an aerial lift truck.*
- *Works mostly outside in various weather conditions.*
- *Exposed to noise, dust, dirt, unpleasant odors, gases.*
- *Requires standing, bending, crawling and moderately heavy lifting.*

**CALLOUTS AND OVERTIME:**

- **THIS POSITION SHALL BE INCLUDED IN THE ROTATION FOR CALL-OUTS. THIS POSITION WILL BE PAID FOR ACTUAL CALL-OUTS AND OVERTIME WITH DOCUMENTATION.**
- *The regular job duties of this position include being On-Call and available for Callouts.*
- *It is an essential duty of this position to be included in the On-Call rotation with 30-min response time to Callouts, 24/7.*

**LICENSES AND CERTIFICATES:**

- *A valid State of Louisiana Driver's License is required.*
- *This position must receive an IMSA Traffic Signal Technician I certification, or higher within one year of being hired.*

**INTERNAL POSTING PERIOD:** 5/9 - 5/23/2024

*Position posting goes public after 10<sup>th</sup> day.*