TO: ALL CITY OF MONROE DEPARTMENTS

FROM: Kim Golden, P. E., City Engineer

DATE: May 18, 2021

SUBJECT: JOB OPENING – TRAFFIC SIGNAL TECHNICIAN I - PT

A position is being opened in the Engineering Department for a Traffic Signal Maintenance Technician I. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, the position will be opened to the public on 6/14/2021.

Notice to Internal Applicants: All City work records, and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

JOB TITLE: Traffic Signal Technician I - PT  

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)

Traffic Signal Maintenance - Tech I is the entry level to which positions are allocated for the installation, maintenance, and repair of traffic signals.

FLSA DESIGNATION: Full time – Non-exempt. DUE TO STAFFING LEVELS, THIS POSITION MAY CONTINUE TO BE INCLUDED IN THE ROTATION FOR CALL-OUTS. THIS POSITION WILL BE PAID FOR ACTUAL CALL-OUTS AND OVERTIME WITH DOCUMENTATION.

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

Traffic Signal Technician I is subordinate to the Tech II, Crew Leader, Foreman of Traffic Signal Maintenance, and the Superintendent of Traffic Engineering. Work activities involve but are not limited to the following: serves as Trainee, Traffic Signal Tech while learning procedures; services, loads and unloads vehicles; will operate an aerial lift truck and other work vehicles; required to ascend and descend in aerial lift truck; installs and secures traffic signal equipment and hardware; may be required to manually dig holes for strain poles and anchors; required to operate a variety of electrical hydraulic and manual hand tools. May be on rotating 24 hour "on call" status for the purpose of repairing, replacing, or installing traffic control devices, following probationary period, and training. If placed on "On-Call", a 30-minute response to job site is required.

Must maintain a sincere desire to provide a safe, courteous, and effective service to the public we serve.

May be called on to assist in the operation of other Engineering Department crews and/or the operation and maintenance of the Traffic Engineering office and facilities, and other duties as may be requested or assigned to the Traffic Engineering Division. Should emergency conditions arise in regard to public safety, Traffic Engineering may be called on to assist any designated department requiring our assistance.
CALL OUTS AND OVERTIME: The regular job duties of this position include being on call and available for call out from time to time. The rate of compensation is adjusted for such duty and is paid whether called out or not. Therefore, this position shall not receive additional compensation for any minimum call out time but shall receive one-to-one compensatory time for the actual time worked. HOWEVER, WHEN DUE TO STAFFING LEVELS THIS POSITION IS INCLUDED IN THE ROTATION FOR CALL-OUTS THIS POSITION WILL BE PAID FOR ACTUAL CALL-OUTS AND OVERTIME WITH DOCUMENTATION. WHEN ACTUALLY PAID FOR OVERTIME OR CALLOUTS, THIS POSITION WILL NOT RECEIVE COMP TIME.

This position shall perform such other duties as may be assigned from time to time by the City Engineer or Traffic Superintendent.

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:

EDUCATION AND EXPERIENCE: High school diploma or GED. This position must have or be able to obtain within 6 months an IMSA Level I certification in Traffic Signals or higher. It is a continuing job requirement of this position to maintain an IMSA Level I certification or higher in Traffic Signals.

KNOWLEDGE, SKILLS, ABILITIES, EXPERTISE, COMPETENCIES: Must have a thorough working knowledge of the assembling, adjusting, testing, and programming of the traffic signals and control devices and materials in service in the City of Monroe. Must be proficient in knowledge of electrical procedures and able to read, understand and apply electrical circuitry. Will be required to prepare work order forms and written daily reports and turn in to supervisor within 24 hours of performed work or the next regular scheduled workday. These reports must be legible and may be required as part of testimony in court. Maturity, good reasoning skill. Must have ability to understand and follow simple oral and written instructions. Must have ability to operate hand tools, thorough knowledge of maintenance procedures and techniques. Ability to understand, follow and issue instructions. Physical stamina, manual dexterity, eye-hand-foot coordination; spatial and form perception and ability and willingness to follow instructions. Pleasant personality and ability to communicate with the public. Ability to perform multiple tasks. Ability to prepare written activity reports. Punctual and dependable with good attendance and work habits. Good penmanship, strong grammar and spelling skills desirable

TRAINING: One-year electrical repair training and experience at helper equivalence level. Ability to acquire during working test (probationary) period, working knowledge of the "Manual on Uniform Traffic Control Devices" issued by the U.S. Department of Transportation, Federal highways Administration.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: Works mostly outside in various weather conditions, and exposed to noise, dust, dirt, unpleasant odors, gases and requires standing, bending, crawling and moderately heavy lifting. Ability to operate office equipment, multi-line telephone system and copiers, Ability to understand, follow and issue instructions. Ability to prepare written activity reports. Ability to organize and maintain records and information, diplomacy, tact and professionalism required.
New applicants will be required by the City of Monroe to pass a drug screen test prior to hiring approval. Interdepartmental applicants may be requested to take a drug screen test prior to approval of promotion or random test, as the City deems necessary.

**LICENSES AND CERTIFICATIONS:** A valid State of Louisiana Driver's License and have a clean, insurable driving record. **IMSA Certification:** This position must have or be able to obtain within 6 months an IMSA Level I certification in Traffic Signals or higher. It is a continuing job requirement of this position to maintain an IMSA Level I certification or higher in Traffic Signals.