

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Traffic Electronics Specialist I, II	Job Code: 2458, 2460
Date: November 13, 2017	EEO Code: TE
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled technical work with responsibility to install, maintain, program, and repair electronic equipment associated with traffic signals and control systems.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a professional engineer or a designated supervisor and perform all work under general direction. The multiple levels of this career series are distinguished by the amount of supervision needed, expected level of expertise, and required level of certification. *Note: Employees of this class are eligible for advancement to the next level of the career series as directed by policy.*

ESSENTIAL DUTIES: Design, build, install, and calibrate specialized traffic electronics, including traffic signal controllers, ramp metering devices, freeway lighting, alarms, security systems, video cameras, traffic management systems, message boards, telecommunications systems, closed circuit television systems, and other related systems and equipment; troubleshoot and repair traffic control systems and equipment for optimal performance; build, fabricate, or repair structures, equipment, and/or miscellaneous articles from verbal instructions, blueprints, and/or working drawings; inspect and monitor facilities, equipment, systems, and network to verify safety, maintenance, conditions, functions, and quality; install parts, equipment lines, hardware, or software; diagnose problems, make adjustments, and schedule maintenance; conduct preventative maintenance; coordinate and act as liaison with outside groups; analyze root causes of network issues; modify configuration of devices and processes as needed to ensure efficiency; escalate issues to higher personnel as needed; ensure safety of personnel and equipment at work site; assist in coordinating large projects; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Equivalent to a two-year degree in electronics, telecommunications, networking, or a related field and two (2) years of experience installing, maintaining, and repairing relevant electronic systems and/or equipment **OR** an equivalent combination of education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required for all levels. **Electronics Specialist I:** Must obtain IMSA Traffic Signal Technician Level I Certification within one (1) year of employment. **Electronics Specialist II:** IMSA Traffic Signal Technician Level I Certification (must obtain levels II and III Certification within one (1) year of employment).

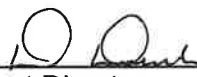
SELECTION FACTORS: **Knowledge of:** basic traffic signal engineering/operation principles; electronic and fiber optic equipment and tools; procedures for electrical and electronic detection and control devices; data entry procedures; related laws, codes, rules, and regulations governing functions of the position, including National Electrical Code; policies and procedures established for the work system, including for electrical/electronic safety; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** practicing electronic and electrical trouble shooting techniques and using associated testing

equipment; practicing trust-building behaviors. **Ability to:** operate a personal computer and use PC-based test equipment; read and interpret blueprints, schematics, and technical manuals; troubleshoot and repair microprocessor-controlled equipment to the component level; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, communications devices, electronic diagnostic equipment, computer hardware repair tools, fiber splicing equipment, other standard computer and office equipment.

PHYSICAL DEMANDS: Requires physical strength and agility to perform the work, including regularly lifting up to 100 pounds, crawling, bending, reaching, pulling, pushing, and assuming uncomfortable positions. Requires sitting at a computer and maintaining concentrated attention to detail for long periods.

ENVIRONMENTAL FACTORS: Exposure to traffic hazards, inclement weather, noise, fumes, uneven temperatures, dampness, poor ventilation, heights (up to 50 ft), confined spaces, high voltage, and associated electrical shock hazards. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



Department Director

11/1/17

Date



Mayor/Chief Administrative Officer

11/13/17

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.