

Ingham County Road Commission Mason, Michigan

TERM-LIMITED SIGNAL TECHNICIAN / MASTER ELECTRICIAN (Expected, but not guaranteed to last anywhere from a month to September 2017)



Posting Number: #14-169

Annual Salary: \$45,096 (2015 Rate)

Application Deadline: 11:59 PM, Friday, January 09, 2015

**Required Documents: Resume, Cover Letter, Transcripts, Certifications,
License and application**

General Summary:

Under the supervision of the Sign and Signal Shop Supervisor, or designee, installs, maintains and repairs traffic signals and other electrically activated traffic control devices. Obtains permits and performs electrical work as required by law, and functions as a crew leader, overseeing signal work of Road Department crews. Also performs minor electrical maintenance work related to buildings and grounds equipment.

Typical Duties:

1. Installs, repairs and maintains traffic signals and auxiliary equipment needed for proper signal functioning, electronic and electrically activated devices such as emergency and school flashers, lighted signs, etc.
2. Assists in the planning and constructing of new signalized intersections or reconstructing or optimizing existing systems, and assists the Traffic Engineer or designee in the preparation for future traffic patterns.
3. Reads blueprints, electrical schematics and charts and diagrams to determine signal repair or installation procedures, and assists in the development of specifications for traffic signal controllers, two-way radio equipment and traffic analysis tools.
4. Performs diagnostic bench work and the repair of traffic signals and related components such as load switches, loop detectors, etc.
5. Troubleshoots electrical and signal equipment to determine causes of malfunctions, and repairs/replaces parts as needed.

6. Supervises part-time employees, as required, and inspects the work of contractors.
7. Maintains inventory, project and work records (including daily logs) and compiles maintenance and status reports.
8. Performs minor electrical maintenance work for Road Commission buildings, grounds and equipment, and minor two-way radio repair and installation.
9. Orders materials, parts, and supplies necessary for signal shop operations.
10. Performs routine inspections of traffic signal equipment and schedules and/or performs preventive maintenance.
11. Coordinates work with outside electrical service companies, if necessary.
12. Reads publications and related materials to keep informed of new materials, parts, equipment and technology available in the field and makes recommendations to the Sign and Signal Shop Supervisor, or designee, for improvements.
13. Works with Engineering Technicians as necessary.
14. Performs other duties as required.

Other Functions:

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Possession of an Associate's Degree in electronics or related electrical field of study and Possession of a State of Michigan, Master Electrician's license.

Experience: Four years of experience in signal repair.

Other Requirements: Certification by the International Municipal Signal Association for Signal Technician I and Signal Technician II - Field or Bench. Possession of a valid State of Michigan driver's license, with a Class A CDL. Must be computer proficient: programming of traffic signal data for export to traffic controller system is required; entry into proprietary inventory, service request, and work order software is required. Must be able to work independently and with minimal supervision. Must be on call throughout the year, thereby ensuring prompt response to signal and electrical problems.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Climbs in and out of trucks and other equipment.
- Climbs in and out of an aerial bucket.
- Walks over uneven terrain.
- Assists others in lifting signal heads weighing up to 90 pounds.
- Bends and stoops to splice underground wiring.
- Frequent reading and computer use.

Working Conditions:

Works in office conditions and outside in all types of weather conditions to install and repair traffic control devices. Position is currently associated with the Office and Professional Employees International Union.

*OPEIU Grade 5
December 2014*