

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

**SUBJECT: HR - Approval of the Revised Class Specification for
Traffic and Lighting Supervisor**

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that City Council approve the revised class specification for Traffic and Lighting Supervisor.

Expenditure: None

BACKGROUND

As part of the adoption of the budget by the City Council for fiscal year 2009 - 2010, a transfer of responsibility for the maintenance of outdoor overhead lighting systems was made. This function was moved from the General Services Department to the Public Works Department in order to increase efficiency and utilize staff and equipment more effectively. At the request of the Street Operations Manager staff conducted a study of the classification to ensure its accuracy.

At their meeting of August 31, 2009, the Civil Service Commission unanimously approved the revised class specification for Traffic and Lighting Supervisor. This recommendation is submitted to your Honorable Body for your review and approval.

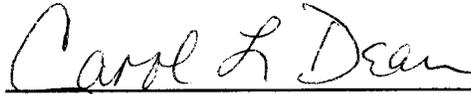
ANALYSIS

The study revealed that the class specification required minor changes to reflect the change in responsibility for maintenance of outdoor overhead lighting systems. Changes to the class specification include the following:

- The Definition section was modified to reflect responsibility for outdoor overhead lighting systems.
- A change was made to the Distinguishing Characteristics section to reflect the role of the Street Operations Manager.
- The Examples of Duties section reflects the addition of oversight for outdoor overhead lighting.

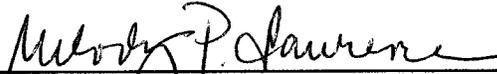
- The Examples of Duties section reflects the addition of oversight for outdoor overhead lighting.
- Addition to the Knowledge and Abilities section that specifies the need for knowledge of outdoor overhead lighting.

Respectfully submitted,
CIVIL SERVICE COMMISSION



Carol Dean, Chair

ELAINE M. WINER
Human Resources Director

By 

Melody P. Lawrence
Human Resources Manager

CONCUR:



Elaine M. Winer
Human Resources Director

NOTED.



LeRoy J. Jackson
City Manager

Attachments:

- A. Civil Service Commission Meeting Item for Revision of the Traffic and Lighting Supervisor
- B. Revised Class Specification for Traffic and Lighting Supervisor

Commission Meeting
August 31, 2009

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

SUBJECT: Approval of the Revised Class Specification for Traffic and Lighting Supervisor

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the revised class specification for Traffic and Lighting Supervisor and forward it to the City Council for approval.

BACKGROUND

As part of the adoption of the budget by the City Council for fiscal year 2009 - 2010, a transfer of responsibility for the maintenance of outdoor overhead lighting systems was made. This function was moved from the General Services Department to the Public Works Department in order to increase efficiency and utilize staff and equipment more effectively. At the request of the Street Operations Manager staff conducted a study of the classification to ensure its accuracy.

The proposed class specification is submitted for your review and approval. The City has met and conferred with the Torrance Professional and Supervisory Association (TPSA) who concurs in the recommendation before your Honorable Body.

ANALYSIS

The study revealed that the class specification required minor changes to reflect the change in responsibility for maintenance of outdoor overhead lighting. Changes to the class specification include the following:

- The Definition section was modified to reflect responsibility for outdoor overhead lighting systems.
- A change was made to the Distinguishing Characteristics section to reflect the role of the Street Operations Manager.
- The Examples of Duties section reflects the addition of oversight for outdoor overhead lighting.

- Addition to the Knowledge and Abilities section that specifies the need for knowledge of outdoor overhead lighting.

Respectfully submitted,

By Melody P. Lawrence
Melody P. Lawrence
Human Resources Manager

CONCUR:

Elaine M. Winer
Elaine M. Winer
Human Resources Director

Bill Byron
Bill Byron
TPSA President

NOTED:

Laura Lohnes
Laura Lohnes
Civil Service Manager

Attachments:

- A. Proposed Class Specification for Traffic and Lighting Supervisor
- B. Existing Class Specification for Traffic and Lighting Supervisor

Traffic and Lighting Supervisor

Definition

Under direction, supervises the installation and maintenance of the City's traffic signals, street signs, street/pavement markings, and outdoor overhead lighting systems; responsible for the installation, maintenance and repair of traffic control devices such as signals, signs, pavement markings and outdoor overhead lighting; assisting with the design of traffic signals and street/pavement markings; inspection of traffic signals, signs and marking installations; and managing assigned resources. Performs related work as required.

Distinguishing Characteristics

Distinguished from the Street Operations Manager in that the incumbent is not responsible for planning and directing the entire division. This class is distinguished from subordinate positions by its responsibility for supervising and managing the personnel and activities rather than performing the skilled work and manual labor of the projects. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives supervision from the Street Operations Manager; exercises direct supervision over subordinate personnel.

Examples Of Essential Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, coordinates and supervises the installation, maintenance and repair of City traffic signals, outdoor overhead lighting, signs, pavement markings and other assigned traffic control devices; inspects timing, operations, and/or conditions of signals, markings and signs; identifies needed repair, replacement, and maintenance; estimates costs; and prioritizes and assigns work.
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.
- Manages assigned budgets; allocates resources; determines needed materials, supplies and equipment; initiates purchase requisitions; reviews and approves payment of invoices; and manages assigned inventory of stock, parts, and equipment related to electrical and lighting projects.
- Inspects the work in progress and upon completion, including work performed by subordinate staff and by outside contractors; ensures quality and compliance with traffic control plans, standards, and safety requirements; and approves project completion and contractor payment.
- Reviews and assists with the design of traffic control plans and works with engineers on modifications needed to meet field conditions.

Class Designation: Civil Service

- Programs automated signal system; manipulates and modifies signal system as needed; troubleshoots related automated systems; and evaluates and purchases needed software.
 - Prepares and submits administrative reports such as payroll documents, attendance records, service orders, project status reports and monthly reports on upcoming projects, accomplishments, projected needs, etc.
 - Responds to requests, questions and complaints from City officials, contractors, citizens and the general public regarding traffic control devices, projects and related issues.
 - Responds to emergency situations that occur outside regular business hours.
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Examples Of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs other duties as assigned.
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Qualification Guidelines

Knowledge of:

- Federal, state and local regulations, standards, and codes governing traffic signal, signs, pavement markings and other traffic control devices and related electrical components/functions.
- Practices, materials, equipment, and techniques used in the installation, maintenance and repair of public lighting, signal components and traffic control devices.
- Hazards and safety practices related to traffic and lighting operations and transportation projects.
- Principles and practices of supervision, training, and employee relations.
- Automated information systems and microprocessors used in traffic control equipment.

Ability to:

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
 - Prioritize and assign work; and to manage assigned resources including budgets and inventory.
 - Inspect traffic control devices; identify needed repair, replacement and maintenance work; and to plan and supervise the execution of related projects.
 - Read traffic control plans; and to read, interpret and apply regulations, requirements and standards governing traffic control projects.
 - Program, manipulate and maintain automated information systems used in traffic control devices.
 - Establish effective working relationships with City officials, contractors, employees and the general public.
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License or Certificate

Must possess and maintain the following:

- An appropriate, valid California Driver's license.
 - A Level 1 or 2 International Municipal Signal Association Traffic Signal Certification is desirable.
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Education and Experience

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

High School Graduation or equivalent; and a Vocational/Technical degree or certificate with an emphasis in traffic engineering, traffic control and signal devices; supplemented by five (5) years of progressively responsible experience in traffic control installation, repair and maintenance work; or any equivalent combination of education, training, and experience.

Special Requirements

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, kneeling, bending, climbing a ladder, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, vibrations, electric currents, and traffic hazards.

Career Ladder Information

Experience gained in this classification in addition to training, coursework and required certifications may serve to meet the qualification guidelines for promotion to Street Operations Manager.

Traffic and Lighting Supervisor

Definition

Under direction, the purpose of the position is to supervise the installation and maintenance of the City's traffic signals, street signs and street/pavement markings. Duties include supervising staff engaged in installing, maintaining and repairing traffic control devices such as signals, signs and pavement markings; assisting with the design of traffic signals and street/pavement markings; inspecting traffic signals, signs and marking installations; and managing assigned resources. Performs related work as required.

Distinguishing Characteristics

Distinguished from the Street Operations Manager in that the incumbent is not responsible for planning and directing the entire division. This class is distinguished from subordinate positions by its responsibility for supervising and managing the personnel and activities rather than performing the skilled work and manual labor of the projects. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives supervision from the division manager; exercises direct supervision over subordinate personnel.

Examples Of Essential Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, coordinates and supervises the installation, maintenance and repair of City traffic signals, signs, pavement markings and other assigned traffic control devices; inspects timing, operations and/or conditions of signals, markings and signs; identifies needed repair, replacement and maintenance; estimates costs; and prioritizes and assigns work.
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.
- Manages assigned budgets; allocates resources; determines needed materials, supplies and equipment; initiates purchase requisitions; reviews and approves payment of invoices; and manages assigned inventory of stock, parts, and equipment related to electrical and lighting projects.

- Inspects the work in progress and upon completion, including work performed by subordinate staff and by outside contractors; ensures quality and compliance with traffic control plans, standards, and safety requirements; and approves project completion and contractor payment.
 - Reviews and assists with the design of traffic control plans and works with engineers on modifications needed to meet field conditions.
 - Programs automated signal system; manipulates and modifies signal system as needed; troubleshoots related automated systems; and evaluates and purchases needed software.
 - Prepares and submits administrative reports such as payroll documents, attendance records, service orders, project status reports and monthly reports on upcoming projects, accomplishments, projected needs, etc.
 - Responds to requests, questions and complaints from City officials, contractors, citizens and the general public regarding traffic control devices, projects and related issues.
 - Responds to emergency situations that occur outside regular business hours.
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Examples Of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs other duties as assigned.
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Qualification Guidelines

Knowledge of:

- Federal, state and local regulations, standards, and codes governing traffic signal, signs, pavement markings and other traffic control devices and related electrical components/functions.
- Practices, materials, equipment and techniques used in the installation, maintenance and repair of traffic control devices.
- Hazards and safety practices related to traffic and lighting operations and transportation projects.
- Principles and practices of supervision, training, and employee relations.
- Automated information systems and microprocessors used in traffic control equipment.

Ability to:

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
- Prioritize and assign work; and to manage assigned resources including budgets and inventory.

- Inspect traffic control devices; identify needed repair, replacement and maintenance work; and to plan and supervise the execution of related projects.
- Read traffic control plans; and to read, interpret and apply regulations, requirements and standards governing traffic control projects.
- Program, manipulate and maintain automated information systems used in traffic control devices.
- Establish effective working relationships with City officials, contractors, employees and the general public.

License or Certificate

Requires a valid California driver's license. A Level 1 or 2 IMSA Signal Certification is desirable.

Education and Experience

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

High School Graduation or equivalent. A Vocational/Technical degree with an emphasis in traffic engineering, traffic control and signal devices; supplemented by five (5) years of progressively responsible experience in traffic control installation and maintenance work; or an equivalent combination of education, training, and experience.

Special Requirements

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, kneeling, bending, climbing a ladder, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, vibrations, electric currents, and traffic hazards.

Career Ladder Information

Experience gained in this classification in addition to training and coursework may serve to meet the qualification guidelines for Street Operations Division Manager.

Traffic and Lighting Supervisor

Definition

Under direction, supervises the installation and maintenance of the City's traffic signals, street signs, street/pavement markings, and outdoor overhead lighting systems; responsible for the installation, maintenance and repair of traffic control devices such as signals, signs, pavement markings and outdoor overhead lighting; assisting with the design of traffic signals and street/pavement markings; inspection of traffic signals, signs and marking installations; and managing assigned resources. Performs related work as required.

Distinguishing Characteristics

Distinguished from the Street Operations Manager in that the incumbent is not responsible for planning and directing the entire division. This class is distinguished from subordinate positions by its responsibility for supervising and managing the personnel and activities rather than performing the skilled work and manual labor of the projects. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives supervision from the Street Operations Manager; exercises direct supervision over subordinate personnel.

Examples Of Essential Duties

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- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.
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- Reviews and assists with the design of traffic control plans and works with engineers on modifications needed to meet field conditions.

- Programs automated signal system; manipulates and modifies signal system as needed; troubleshoots related automated systems; and evaluates and purchases needed software.
 - Prepares and submits administrative reports such as payroll documents, attendance records, service orders, project status reports and monthly reports on upcoming projects, accomplishments, projected needs, etc.
 - Responds to requests, questions and complaints from City officials, contractors, citizens and the general public regarding traffic control devices, projects and related issues.
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Examples Of Other Duties

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Knowledge of:

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- Hazards and safety practices related to traffic and lighting operations and transportation projects.
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Ability to:

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License or Certificate

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Career Ladder Information

Experience gained in this classification in addition to training, coursework and required certifications may serve to meet the qualification guidelines for promotion to Street Operations Manager.
