CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 524.0

Job Title: **TRAFFIC SIGNAL SUPERVISOR**

Pay Grade: 25

GENERAL SUMMARY:

Supervises and directs the installation and maintenance of traffic signals and related equipment.

RESPONSIBILITIES:

- Supervises and directs the work activities and schedules of personnel.
- Transports materials and personnel to work sites.
- Reviews problem areas for repairs.
- Supervises and coordinates resources to handle emergencies.
- Requests routine vehicle maintenance.
- Responds to inquiries concerning delays in repairing intersections.
- Prepares and reviews a variety of reports and records.
- Prepares work orders and special instructions to determine required materials and equipment.
- Enforces safety rules and regulations on-site.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school degree or a GED certificate. Requires successful completion of an apprentice electrician program approved by the Bureau of Apprenticeship and Training or the equivalent as recognized by the Electrical Safety and Licensing Advisory Board.

EXPERIENCE:
Four years of journey level experience in the area of electrical work to be performed are required.

A Bachelor's degree in Electrical Engineering may be substituted for two years of the experience requirement.

CERTIFICATION/LICENSE:
A valid State of Texas Journeyman Electrician License is required.

Must have a valid Texas driver’s license and comply with the City of Houston’s policy on driving.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Traffic Signal Supervisor

Effective: October 1990
Revised: September 2004
Revised: July 2025