



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: TRAFFIC SIGNAL COORDINATOR

DEFINITION:Under direction, plans, coordinates and supervises traffic signal systems.

REPORTS TO: Division Head

EXAMPLES OF DUTIES:

- Plans and prepares layouts of traffic signal installations;
- Coordinates and supervises the programming of traffic-signal computer systems, including installation/repair or microwave, aerial and underground cable control systems;
- Coordinates and supervises the installation of signalized intersection, safety lighting and interconnect systems;
- Establishes operating procedures and work standards;
- Assists in the planning and design of new or modified intersections;
- Plans and designs special electronics apparatus and circuits;
- Writes computer programs;
- Writes traffic signal specifications;
- Plans, supervises and conducts field inspections;
- Coordinates and/or monitors traffic signal stockroom inventory and data entry on main frame computer;
- Generates, coordinates and/or monitors purchase orders;
- Prepares annual budget;
- Trains, assigns, evaluates, and disciplines subordinates;
- Initiates requisitions for traffic signal parts and supplies;
- Testifies in court;
- Prepares and implements signal timing plans;
- Oversees the testing and calibration of computerized traffic signal control equipment to State and NEMA specifications;
- Attends meetings for City development projects;
- Interfaces with client departments and contractors;
- Attends frequency coordination meetings with external agencies;
- Evaluates and determines job requirements and costs;
- Maintains records and prepares reports;
- Reviews work in progress and upon completion;
- Enforces strict conformance with safety regulations;
- May act in the absence of the Superintendent;
- Performs other related duties as required.

TRAFFIC SIGNAL COORDINATOR (continued)

MINIMUM REQUIREMENTS:

Open to City employees with two or more years as a Traffic Signal Technician;
Proof of International Municipal Signal Association certification level II;
A thorough knowledge and understanding of the principles of supervision;
A general knowledge of the budgetary process;
The ability to communicate effectively, both orally and in writing;
A valid motor vehicle operator license.

HISTORY:

Title changed from Traffic Signal Supervisor 08/03/88 - revised 07/28/88/

Approval/Adoption Dates: 07/28/88 - Human Resources Department
08/03/88 - Civil Service Commission