

TRAFFIC MANAGEMENT BRANCH
JOB SPECIFICATIONS- DUTIES & REQUIREMENTS

ASSISTANT TRAFFIC SIGNAL SUPERVISOR

Duties

Duties may include, but not limited to, the following:

- Assist in supervising the work of the Traffic Signal Contractors involved in the installation, repair and maintenance of traffic signal control devices.
- As directed by the Traffic Signal Supervisor, investigate inquires and complaints from agencies and the public involving traffic signalization.
- Investigate and report complaints to the Traffic Signal Supervisor who in turn will recommend corrective action as necessary to resolve complaints.
- Assist the Traffic Signal Supervisor in the maintenance of a log of timing / phasing plans, materials and equipment used in the maintenance of various signalized intersections; maintain equipment and parts inventory.
- Assist the Traffic Signal Supervisor in the documentation of preventative maintenance programs.
- Perform related duties as assigned.

Requirements

Education:

- Minimum of five (5) O'Level's including Mathematics and English Language or equivalent.

Ability to:

- Understand and effectively carry out written and verbal instructions.
- Work cooperatively with others.

Experience:

- Minimum of one (1) year experience in a technical environment