



CLASS SPECIFICATION FOR:

## Traffic Signal Service Worker

### General Statement of Duties:

Locates and marks underground wiring for County traffic control systems using current detector locator equipment and traffic signal plan sheets; assists with installation and maintenance of other Traffic Division systems as assigned; does related work as required.

### Distinguishing Features of Class:

This single position job classification performs "Miss Utility" duties identifying underground wiring for various County staff, contractors and the public as needed and maintains related documentation; assists with installation and maintenance of other Traffic Division systems as assigned; operates a variety of maintenance vehicles and equipment; may install, maintain, repair or replace loop detector systems Countywide; or may replace bulbs and photo cells in traffic signal equipment as assigned. Work is performed independently and as part of a team as needed and in the shop and in the field in varying, including adverse, traffic and weather conditions. Receives general supervision from supervisor.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Locates and marks underground wiring for County traffic control systems, power lines, lighting systems; and fiber optic lines using current detector locator equipment and traffic signal plan sheets;
- Locates, installs and maintains wiring, conduits, cables and junction boxes;
- Works with various County staff, contractors and the public as needed to locate and mark underground wiring;
- Uses the current "Miss Utility" system for handling, tracking, documenting and completing requests for utility and wiring location/marketing requests;
- Enters and maintains intersections on the current systems so lines can be located;
- Maintains accurate records of time and materials used in work orders, loop detector, bulb and photo cell installations, maintenance, repairs and replacements;
- May install, maintain, repair or replace loop detector systems Countywide;
- May replace bulbs and photo cells in traffic signal equipment as assigned;
- May assist with installation, maintenance, repair and replacement of other Traffic Division systems, components as assigned;
- May assist with traffic signal re-phasing and modifications as assigned;
- Safely operates and maintains a wide variety of tools, equipment and County vehicles to perform assigned tasks;
- Attends all scheduled training and meetings;
- Maintains a valid CDL license with necessary endorsements for operating County vehicles and equipment;
- Assists with inclement weather cleanups, including driving a snow plow, as assigned;
- May train to assist with or perform various technician duties under supervision;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Basic knowledge of traffic control equipment; basic mechanical aptitude; basic working knowledge of electronic equipment, specifically underground locators; ability to perceive hazards and to take precautionary measures while working in the County roadways; ability to read and write and to understand and follow oral and written instructions; ability to read and accurately interpret traffic control blueprints and plans; basic skills in the use and care of hand and power tools, equipment, and materials; physical condition that permits such activities inherent to locating and marking underground wiring such as heavy lifting, bending, stooping, moving and carrying equipment, and safely driving and working in/around varying traffic conditions and working under adverse temperature and/or weather conditions; ability to work safely in elevated work sites; ability to successfully complete assigned tasks in accordance with applicable guidelines and other requirements within given deadlines; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve a variety of problems occurring at work sites; good oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain good working relationship with County staff, contractors, customers and the public; ability to accurately track and report detailed information on work assignments; basic computer skills with ability to use computer for timecards,



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leave slips, maintaining accurate records in County systems and the current "Miss Utility" system, etc.; personal accountability including teamwork and establishing and maintaining positive relationships with coworkers, department and other County staff; ability to work independently and as part of a team; excellent customer service skills; tact; and courtesy. Must be able to positively represent the County with the public. Requires ability to work a flexible schedule as needed.

### Minimum Education and Experience:

Education: High school graduation/GED;

Experience: One (1) year of relevant traffic signal or utility marking experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license with a safe driving record.
- Valid Class B CDL License with the endorsements necessary to operate County equipment and vehicles.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.