

## HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

<b>Job Title</b>	Signal Project Manager	<b>Pay Grade</b>	219	<b>Class Code</b>	P574
<b>Department</b>	Public Works	<b>Salary Range</b>	\$46,737.60 - \$75,712.00		Annually
<b>Division</b>	Engineering	<b>FLSA</b>	Exempt		
<b>Reports to</b>	Traffic Engineering Coordinator	<b>Revision</b>	October 2018		
<b>Bargaining Unit</b>	Teamsters Local 79				

### GENERAL DESCRIPTION:

Highly technical nature including the investigation, design, review, inspection, and coordination of a wide variety of complex engineering projects. Technical work in the operation of the Hernando County Computerized Traffic Signal System; determination and implementation of timings for traffic signals and groups of signals, operation of electronic school zone flashing beacons, review construction plans and development projects for impact on the signal system, traffic signal information management and distribution including the FDOT database, and computer traffic modeling with Synchro 7 and SimTraffic and other programs as necessary. The position also requires the ability to work independently, and the ability to simultaneously complete multiple projects.

### ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Lead operator of the Hernando County Computerized Traffic Signal System. Provides normal workday review and operation of Signal System, school zone flashing beacon system, video surveillance and detection, dynamic message signs, and permanent count stations.
- Coordinates maintenance and repair of the Hernando County Computerized Traffic Signal System traffic control center equipment.
- Evaluate and prepare reviews and recommendations for the Hernando County Computerized Traffic Signal System hardware and software.
- Investigates and calculates optimized timings of traffic signals and groups of signals for differing time of day, day of week, holidays, emergencies, and change of season. Uploads and downloads timing data as approved by a State of Florida Registered Engineer.
- Investigates and calculates vehicular clearance and pedestrian timings to comply with FDOT standards. Uploads and downloads timing data as approved by a State of Florida Registered Engineer.
- Investigates complaints and requests relative to traffic signal and signal system timings and provides response to those making the requests.
- Provide testing, analysis, reports, and recommendations of fiber optic interconnect equipment and facilities.
- Coordinates signal system maintenance and repair; system connection of / and to traffic signals; and signal system software operations.

- Reviews submitted plans and specifications for proposed fiber optic facilities, and traffic signals and their appurtenances to ensure County standards are being adhered to.
- Prepares plans and specifications for proposed capital improvement projects, including fiber optic facilities, and traffic signals and their appurtenances. Work to include detailed construction plans, contract documents, specifications, proposed quantities, and estimated costs.
- Provide project management services to include coordination of plans preparation and review, contract documents, bidding, and construction management and inspection services.
- Assists in the inspection and documentation of the construction of fiber optic facilities.
- Manages County traffic signal and system records and databases including the FDOT District Seven Traffic Signal database. Prepares project specific and annual reports on same.
- Distributes traffic signal and signal system plans, documents, and timings to other agencies and their consultants.
- Develops traffic models using Synchro and SimTraffic software and other software.
- Assists in traffic data collection including, but not limited to: volumes, speeds, classification, intersection movement, trip generation, and intersection delay.
- Handles special projects and related work as required.
- Prepares designs for projects within one's technical competence. Obtains design services for areas outside of one's technical competence and integrates those designs into the overall project.
- Possesses and demonstrates proficiency in Computer Aided Design (CAD) software to produce drawings, sketches, maps, charts and graphics.
- Prepares and reviews cost estimates.
- Prepare detailed MOT plans, Detour plans, and signs and pavement marking plans using CAD software.
- Provides technical assistance to staff and the public.
- Coordinates and communicates with consulting engineering firms, the Florida Department of Transportation, and developers on a wide spectrum of commercial and subdivision projects.
- Provides input on other engineering projects on an as needed basis.
- Creates and maintains good working relationships with officials, other agencies, the general public, and other employees.
- Flexible evening and weekend work is required.
- Document all activities and maintain all records, calculations, reports, and correspondence of work performed.
- Performs copying, filing and information retrieval associated with assigned work.
- Maintains project / personal time-tracking records.

- Attends staff and other meetings, training and seminars.
- Regular attendance.

#### **JOB STANDARDS:**

<b>Education</b>	Associate's Degree from an accredited college or university with major course work in engineering, architecture or closely related field.  A combination of education, training and experience may be substituted as the County's discretion.
<b>Experience</b>	Three (3) years of experience in project management, technical design or construction management.
<b>Skills</b>	Project management, design, inspection and surveying of a wide variety of complex engineering and facility related projects.
<b>Licenses, Certifications or Registrations</b>	<p>Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.</p> <p>Must possess IMSA Level I Certification Traffic Signal Tech.</p> <p>Must possess or be able to obtain within one (1) year of employment, Florida Department of Transportation (FDOT) Intermediate Work Zone Traffic Control.</p> <p>Must possess or be able to obtain within one (1) year of employment, IMSA Certification in Traffic Signal Inspection.</p> <p>Must possess or be able to obtain within one (1) year of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, G300, IS700, and IS800.</p>

#### **EQUIPMENT USED**

Automobile/light truck, Personal Computer (MS Word, Excel and AutoCAD Experience), Calculator, Copy Machine, Multi-Station Telephones, and other office equipment, highway personal safety equipment, electronic traffic counting devices, digital camera, hand tools, and any other equipment necessary to perform functions of job.

#### **CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of the principles, methods, materials, equipment and techniques used in traffic signal and traffic signal system operations and timings.
- Ability to read and interpret moderately complex engineering plans, plats, and profiles, to inspect new and existing projects and make judgments and recommendations.
- Ability to communicate effectively, both orally and in writing and to prepare accurate and concise reports, summaries, diagrams, and letters
- Expertise in work zone traffic control and job site safety.
- Computer / software skills required. Ability to use word processing, spreadsheets, databases, Synchro 7 and HCS software. AutoCAD design software skills desired.
- Knowledge of related Florida Department of Transportation Specifications and Standards.

- Skill in preparing written reports and letters to document citizen interaction and construction activities.
- Experience in CADD and GIS Mapping software.
- Ability to communicate effectively both orally and in writing and to prepare accurate and concise reports and letters.
- Ability to establish and maintain effective working relationships with contractors, engineers, developers, and County staff.
- Ability to use sound judgment at all times.
- Ability to work independently.
- Assists other staff in their respective projects and tasks.
- Knowledge of insurance requirements for vendors.
- Knowledge of the current ADA Design Standards.
- Knowledge regarding fiber optics and traffic signal systems.
- Knowledge of Florida Department of Transportation Specifications and Standards.
- Ability to work and meet with public, consultants, developers, other staff and respond to inquiries and complaints.
- Ability to understand and interpret the current FDOT Design Standards.
- Ability to conceive, plan and participate in research methods, techniques, and projects.
- Ability to analyze studies and report valid conclusions.
- Knowledge of the principles, methods, materials, equipment and techniques used in traffic signal and traffic signal system operations and timings.
- Expertise in work zone traffic control and job site safety.

#### **ESSENTIAL PHYSICAL SKILLS**

Moderate lifting (15 to 44 pounds), moderate carrying (under 50 pounds). Walking outdoors on varying terrain, bending, and driving. Good vision and good hearing.

#### **ENVIRONMENTAL CONDITIONS**

Constant: Works indoors in office environment. Frequent: Working outdoors in varying weather conditions. Occasional: Works along and in roadways amongst moving traffic.

**MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**EMPLOYEE SIGNATURE**

**DATE**

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