

CITY OF CHATTANOOGA

Classification Specification Title: Manager Intelligent Transportation Systems

Department: Technology Services

Pay Grade: GS.13

Supervision Received From: Smart Cities Director

FLSA Status: Exempt

**Supervisory Responsibility For: Electronics Technician 1,
Electrician 1 & 2, Crew Worker 3, Equipment Operator 4**

Established: 2/19/15

**Revision Dates: 4/16/25;
5/23/24; 10/20/23; 1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising the repair and maintenance of all traffic signals, ITS equipment, and telecommunications network. Duties include hiring, training, evaluation and employee disciplinary actions; organizing and prioritizing department work activities with utilities and other City departments. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Manager, Intelligent Transportation Systems is a stand-alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower level traffic electrician and electronic staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring employee termination and disciplinary recommendations.

Manages and provides oversight regarding the implementation and maintenance of a comprehensive ITS network which includes planning, coordinating, administering and evaluating programs and related projects, processes, procedures, strategic planning and standards ensuring compliance with federal, state and local laws, regulations, codes and/or standards.

Provides expert-level technical advice, inspection and guidance to complex ITS technical issues.

Coordinates work activities with other departments, contractors, utility companies, outside agencies and other interested parties, as required.

Prepares and maintains a variety of operational, productivity, and activity reports. Works with the traffic engineering division to establish these reports for performance metrics.

Supervises and participates in the preparation and maintenance of a variety of records related to repairs, maintenance, and associated costs.

Prepares and administers the division budget; prepares cost estimates for budget recommendations; submits justifications for budget items, monitors and controls expenditures.

Plans and directs processes to allocate work orders, plans, organizes, prioritizes and tracks equipment for maintenance and repairs.

Plans and manages programs related to the repair and cost of traffic control, ITS or telecommunications network repair, and maintenance activities.

Plans and manages a preventative maintenance program for the electrical and electronic staff and provides measurable performance indicators.

Monitors and maintains supply, equipment, and part inventories, procures supplies, equipment and parts when inventory is low or depleted; maintains related records.

Participates in preparing specifications for equipment, tools and/or other related items for purchase. Reviews bid responses and makes recommendations on vendor selection.

Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Associate's Degree in Electronics or Electrical Science with four (4) years of experience, or six (6) years of electronics or electrical experience that includes

electrical maintenance, traffic signal installation, and traffic construction or electrical construction or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

City of Chattanooga Electrical License preferred

Journeyman Electrician License preferred

IMSA Work Zone Certification, IMSA Levels I for Traffic Signal Technicians certifications within six (6) months

IMSA Level II for Traffic Signal Technicians within twelve (12) months

Class D Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of supervisor principles; budgeting principles; records maintenance principles; applicable federal, state and local laws, ordinances, rules, regulations, standards, policies and procedures; journey-level electrical principles; applicable electrical programming principles; applicable tools and equipment utilized in the trade; underground utilities and work zone safety principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; interpreting and applying applicable laws, ordinances, rules, regulations, standards, policies and procedures; designing electrical circuits for pumps, motors and building wiring; programming controllers; utilizing applicable tools and equipment of the trade, setting up applicable work zones; performing manual labor; coordinating work activities with other internal departments and/or external entities; installing and maintaining wiring; installing, repairing, removing, replacing, activating and maintaining electrical traffic control devices and related ITS and telecommunications equipment; reading and interpreting a variety of technical blueprints, diagrams and specifications; performing journey-level electrical work.

Performing preventive maintenance activities; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to working in high and precarious places, moving mechanical parts, electrical currents, vibrations, fumes, dusts, extreme temperatures, traffic hazards and work space restrictions.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N
Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.