

Pursuant to Assembly Bill 361, members of the Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

**PARTICIPATE BEFORE THE MEETING** by emailing [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/3dBZ1T6>  
Phone number: 1-669-900-9128  
ID: 857 3095 1581  
Passcode: 390588

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, JULY 25, 2022  
REGULAR MEETING  
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Dean, Hamada, Herring, Lewis, Sasaki, Zygielbaum, Chair Adelsman

**2. FLAG SALUTE:**

**3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, July 21, 2022.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS**

*This portion of the meeting is reserved for public comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve the Examination for Assistant Engineer (Public Works).**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Engineer (Public Works) examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (30%), and Oral Interview (70%). Staff is requesting approval for a six-month eligible list.

**6B. Approve the Examination for Deputy City Treasurer.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Deputy City Treasurer examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

**6C. Approve the Examination for Traffic Signal Technician.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Traffic Signal Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (60%), and Oral Interview (40%). Staff is requesting approval for a three-month eligible list.

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARINGS**

No Business to Consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to August 8, 2022, at 6:00 p.m.

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ASSISTANT ENGINEER (PUBLIC WORKS)**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Engineer (Public Works) examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (30%) and Oral Interview (70%). Staff is requesting approval for a six-month eligible list.

**SALARY:**

\$35.07 - \$35.96 - \$37.78 - \$39.65 - \$41.65 - \$43.73 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Assistant Engineer. There are currently two (2) vacancies in the Public Works Department due to promotions.

The class specification has been reviewed by the Public Works Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.


The previous examination in 2019 was weighted as follows: Application Review (Qualifying), Written Test (30%), and Oral Interview (70%). Due to the current labor market, it was determined that the following weights were appropriate for this exam: Application Review (Qualifying), Performance Test (30%) and Oral Interview (70%). The performance test and interview will adequately assess the candidates' preparation for the position, technical skills, and communication skills.


There is not a sufficient pool of internal candidates to qualify; therefore, an open recruitment is recommended.

Respectfully submitted,

By   
\_\_\_\_\_  
Tiffany Egan  
Principal Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Manager

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Assistant Engineer Class Specification



# ENGINEER, ASSISTANT

Class Code:  
3131

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Sep 1, 1998

## SALARY RANGE

\$35.07 - \$43.73 Hourly  
\$6,078.80 - \$7,579.87 Monthly  
\$72,945.60 - \$90,958.40 Annually

### DEFINITION:

Under direction, performs professional level engineering work in the development, construction and maintenance of the City's public works and traffic projects; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Assistant Engineer is the entry/journey class in the professional level engineering series. Incumbents are distinguished from the Associate Engineer in that the Assistant does not supervise staff and does not have responsibility for managing entire engineering projects and distinguished from technical engineering staff in the level and scope of responsibility exercised and expertise required. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. Work is reviewed upon completion for overall results.

Receives direction from assigned Associate Engineer or Division Manager and may provide functional supervision to lower-level employees, but this task is ancillary to the primary focus of the classification.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however, they are not all-inclusive.*

- Designs and develops engineering plans, drawings and specifications, cost estimates, contract provisions, legal descriptions, and maps, ensuring compliance with subdivision policies and local and state codes, ordinances and regulations;
- Maintains accurate and up-to-date project files;
- Prepares general correspondence, reports, newsletters, etc. as required;
- Investigates public complaints and problems and takes appropriate action to resolve complaints and problems;
- Prepares and presents reports and agenda items to the City Council, and City Commissions;
- Coordinates projects with other City departments, agencies and utilities as required;
- Assigns, reviews and coordinates the work of subordinate technical engineering personnel; assists in training lower-level employees;
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City engineering projects;

**In addition to the above, if assigned to Public Works, performs the following:**

- Prepares reports and requests for proposals for design and construction of public works projects;
- Conducts studies and prepares plans for public works projects;
- May develop procedures for the use of engineering computer applications;
- May provide staff training and technical support in the use of engineering computer applications; acts as liaison to other departments for the electronic permitting system;

**In addition to the above, if assigned to Traffic Engineering, performs the following:**

- Conducts traffic studies and analysis of data related to traffic movement and safety.
- Performs traffic accident analysis related to engineering aspects.
- Prepares plans, estimates and specifications for traffic signal installation, street lighting facilities, intersection channelization, traffic signing and pavement markings, parking facilities and other traffic and transportation projects;
- Reviews plans for roadway construction and off-street development projects for impact on traffic flow and control;
- Prepares reports and requests for proposals for design and construction of traffic engineering projects.

**Examples of Other Duties:**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Receives and responds to public inquiries regarding current or planned projects;
- Attends division and department meetings as required;
- Assists customers at the permit counter as needed;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a college or university with a Bachelor's degree in civil engineering and one

to two years of professional engineering office experience; or possession of a valid Engineer-in-Training certificate and four years of responsible engineering experience.

(Experience or training in CAD applications for computers is desired.)

#### **License and/or Certificates**

Must possess and maintain an appropriate, valid California State driver's license.

A valid certificate of registration issued by the California State Board of Registration for Civil and Professional Engineers is desirable.

#### **Knowledge of**

- Engineering computer applications currently in use by the City;
- Computer-aided design and drafting principles and techniques;
- Civil Engineering principles and practices as applied to the field of public works;
- Principles and practices of traffic engineering field and office work;
- Principles of design for physical facilities for controlling traffic movement;
- Mathematics as applied to engineering work, including algebra, geometry, trigonometry and calculus;
- Statistics as applied to traffic engineering data, including compilation, analysis and presentation;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

#### **Ability to**

- Perform professional design, drafting and mapping with skill, both manually and using GIS/CAD and other automation systems as appropriate;
- Prepare working plans and drawings for traffic signal channelization and striping, street lighting and other traffic installations;
- Compile, analyze and apply engineering data;
- Operate office and other equipment including a computer, scientific calculator, fax machine, blueprint machine, copier, computer tools and drafting instruments, etc;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Exercise tact and diplomacy relative to public inquiries and requests for information;
- Establish and maintain effective relationships with co-workers, other City employees, individuals from outside agencies and the public;
- Read and understand technical reports, maps, drawings, specifications, etc.

## **SPECIAL REQUIREMENTS:**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as drafting and the use of calculators. Tasks require color and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Associate Engineer.

**ESTABLISHED/REVISED DATE:**

Revised Date: September 1998

Reviewed Date: July 2022

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR DEPUTY CITY TREASURER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Deputy City Treasurer examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

**SALARY:**

\$9227 (Minimum) - \$11,444 (Reference) - \$13,161 (Maximum) per month.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Deputy City Treasurer. There is one current vacancy due to resignation.

The class specification has been reviewed by the City Treasurer and Finance Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.

The previous examinations in 2017 and 2016 were weighted as follows: Application Review (Qualifying), Skills Test (Pass/Fail), Written Exam (40%), and a Technical Oral Interview (60%). Due to the current environment and to allow for a virtual examination process, it was determined that the following exam components and weightings are appropriate for this examination: Application Review (Qualifying) and Oral Interview (100%).

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By:   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Deputy City Treasurer Class Specification

**6B**





# CITY TREASURER, DEPUTY

Class Code:  
1235

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Revision Date: Aug 1, 2012

## SALARY RANGE

\$9,537.00 - \$11,444.00 Monthly  
\$114,444.00 - \$137,328.00 Annually

### DEFINITION:

Under general direction, plans, organizes and manages the programs and activities of the City Treasurer's Office including development and implementation of the investment policy, investment of all municipal funds, and monitoring of surplus funds; management of all banking relations and activity; administration of the Deferred Compensation Plans; and receipting of all revenue activity. Manages staff responsible for the collection, custody, investment and disbursement of City funds; coordinates assigned duties and responsibilities with other City departments and outside agencies; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Deputy City Treasurer is a management classification that exercises considerable independent judgment, takes final action on matters involving the day-to-day operation of the office and relieves the City Treasurer of administrative detail. This classification is distinguished from the City Treasurer in that the incumbent is not an elected official. Distinguished from lower level positions in that the incumbent is a management positions responsible for day-to-day operations of the City Treasurer's office.

Receives direction from the City Treasurer within a framework of broad policies and objectives; provides direct supervision to the support staff assigned to the City Treasurer's Office.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however, they are not all-inclusive.*

- Plans, organizes and manages day-to-day operations in the City Treasurer's Office;
- Develops, coordinates and monitors programs within the City Treasurer's Office;
- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline;
- Monitors staffs' performance and coaches for improvement and development;
- Assists the City Treasurer in the administration of the City's investment program;
- Compiles data for monthly, detailed report of investment activity;
- Projects daily and long term cash flow to insure maintenance of necessary liquidity;
- Reviews and monitors central cashing, banking, accounting and record-keeping operations as related to investments, deposits, receipting interest, general cash receipts and disbursements;
- Reviews transactions for proper revenue account classifications;
- Assumes the duties of the City Treasurer and represents the City Treasurer's office in interdepartmental, commission, Council, community and professional meetings; acts for the City Treasurer in his/her absence;
- Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms and other typed materials;
- Participates in the development and administration of the Treasurer's office budget, including making recommendations and decisions regarding expenditures;
- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on investment related items;
- Serves as a liaison for the City Treasurer's Office with other City departments, divisions, outside agencies and the public; negotiates and resolves significant and controversial issues;

### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position but are not considered to be principal job duties:*

- Monitors investment procedures to ensure compliance with Local, State and Federal rules and regulations for municipal treasurer functions;
- Receives monies on bond transactions, posts receipts to journals and ledgers;
- Distributes bond receipts to bond holders according to instructions on bond;
- Attends department meetings as required;
- Serves on various committees as appropriate;
- Performs other job-related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:*

Bachelor's degree in accounting, finance, business, public administration or a closely related field; and five years increasingly responsible administrative in accounting, finance or auditing,

which includes at least two (2) years of supervision or management of a financial function. Experience in municipal treasury operations and previous supervisory experience is desirable.

Certification as a California Certified Municipal Treasurer (CCMT) or Certified Public Funds Investment Manager (CPFIM) is highly desirable.

#### **Knowledge of**

- Theory, principles and practices of finance as applied to a wide variety of government investment programs;
- Federal and State laws and requirements related to government investments;
- Principles, practices and methods of financial auditing;
- Budget preparation principles;
- Management and supervisory principles and practices;
- Principles of municipal budget preparation and control;
- Modern and complex office procedures, methods, equipment and software applications;
- Business correspondence, proper English usage, spelling, grammar and punctuation;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations;
- High quality customer service methodology and principles.

#### **Ability to**

- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Manage multiple tasks and projects simultaneously;
- Maintain financial records on investments;
- Analyze, and evaluate investment data and cash flow projects, make recommendations and act effectively on the information;
- Monitor investments to ensure compliance with policies and regulations;
- Interpret and apply Federal, State and local statutes and provisions as related to government investments;
- Maintain accurate financial records on investments;
- Communicate clearly and concisely both orally and in writing;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with other City employees, Council or Commission members, banking institution representatives, and the public;
- Develop clear, concise, and comprehensive studies, reports, and agenda items.

## **SPECIAL REQUIREMENTS:**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor

vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

**ESTABLISHED/REVISED DATE:**

Revised Date: August 2012  
Dept. Review Date: July 2022

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR TRAFFIC SIGNAL TECHNICIAN**

**RECOMMENDATION:**

Recommendation of Human Resources staff that your Honorable Body approve conducting the Traffic Signal Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (60%), and Oral Interview (40%). Staff is requesting approval for a three-month eligible list.

**SALARY:**

\$32.11 - \$33.70 - \$35.39 - \$37.15 - \$39.01

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Traffic Signal Technician. There are two current vacancies in the Public Works Department due to retirement and promotion.

The class specification has been reviewed and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached Class Specification.

The previous examinations in 2017 and 2021 were weighted as follows: Application Review (Qualifying), Written Test (Qualifying), Performance Test (60%), and Panel Interview (40%). Due to the current labor market, it was determined that the following weights were appropriate for this exam: Application Review (Qualifying), Performance Test (60%), and Oral Interview (40%). The performance test and oral interview will adequately assess candidates' technical skills and preparation for the position.

There is not a sufficient pool of internal candidates to qualify; therefore, an open recruitment is recommended.

Respectfully submitted,

By   
Tiffany Egan  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Traffic Signal Technician Class Specification

**6C**



# TRAFFIC SIGNAL TECHNICIAN

Class Code:  
5530

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Established Date: Jan 1, 2010

## SALARY RANGE

\$32.11 - \$39.01 Hourly  
\$5,565.73 - \$6,761.73 Monthly  
\$66,788.80 - \$81,140.80 Annually

### DEFINITION:

Under general supervision, maintains, repairs, and performs modifications to traffic signal control equipment, wiring systems, outdoor overhead lighting, and other electrical devices and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Traffic and Lighting Supervisor in that the incumbent regularly performs maintenance, repairs and modifications to traffic signal control equipment. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

Supervision is received from the Traffic and Lighting Supervisor. Traffic Signal Technician may provide technical direction to lower level classifications.

### EXAMPLES OF ESSENTIAL DUTIES:

*The following duties represent the principal job duties however; they are not all-inclusive.*

- The installation, maintenance and repair of City traffic signals, outdoor overhead lighting, signs, pavement markings and other assigned traffic control devices; inspects timing, operations, and/or conditions of signals, markings and signs;
- Performs skilled electrical work in the installation, operation, general maintenance, repair, and adjustment of traffic signals;
- Makes field and emergency repairs on traffic signal equipment, such as signal heads, traffic signal standards, detector loops, video detection and controllers;
- Repairs of traffic signals and controllers;
- Assists with relocations and modifications of traffic signals and electronic equipment at street intersections;
- Installs street traffic detectors, video cameras pedestrian push button units, safety lights and large illuminated traffic signs;
- Synchronizes traffic signal systems;
- Turns on and tests traffic signals and makes timing adjustments;
- Cleans, tests, repairs, and overhauls controllers, coordinators, program clocks, computers, and other electric and electronic equipment in the shop;
- Ensures safe repairs to the City's outdoor overhead lighting systems;
- Performs scheduled maintenance and group re-lamping on the City's outdoor overhead lighting systems;
- Tests electronic and electrical circuits, transformers, and other related equipment;
- Assists with re-wiring of controllers;
- Checks and adjusts traffic signal coordination and timing, and performs preventive maintenance work;
- Reads and interprets traffic signal and electrical wiring diagrams, sketches and schematics. Helps repair other electronic or electrical devices or equipment;
- Maintains and properly utilizes electronic and electrical tools and equipment.

#### **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Responds to emergency calls during work and after normal working hours;
- Assists in the training of new and lower classification employees;
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace;
- May maintain field reports, and work orders;
- Performs other related duties.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

*Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:*

Two years of experience in the maintenance, repair, and installation of electrical and electronic equipment that includes at least one year of experience in the maintenance and repair of traffic control equipment. Satisfactory completion of college level courses in electronics and/or computer programming may be substituted for experience on a year-for-year basis.

#### **License and/or Certificates**

- Possession of a valid California Class C driver's license.
- Level One International Municipal Signal Association (IMSA) Traffic Signal Certificate within six (6) months of appointment (once obtained, must possess and maintain). International Municipal Signal Association (IMSA) Level II Signal Electrician – Field Certificate is desirable.

**Knowledge of**

- Materials, methods, and equipment used in the modification, maintenance, and repair of electronic and solid state digital control devices including traffic signals;
- Standard tools, methods, and practices of the electronic and electrician trade;
- Functions and uses of electrical testing equipment;
- Functions and uses of hand tools used in electronic and electrical repairs;
- Wiring practices;
- Schematic wire size and the proper wire use;
- Traffic safety procedures and delineation with cones.

**Ability to**

- Perform heavy and physically demanding work for lengthy and continuous period of time;
- Use and operate an aerial boom truck and crane;
- Use of power and hand tools such as a jackhammer;
- Read electronic technical manuals;
- Read and interpret plans, wiring diagrams, blue prints and technical regulations;
- Set up a jobsite in a safe manner;
- Access the digital computer to control traffic signal control timing devices;
- Fit and adjust conduit in the traffic signal installation process;
- Apply electronic principles and practices;
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies;
- Exercise sound judgment in stressful situations;
- Understand and follow detailed oral and written instructions;
- Speak, read, and write basic English;
- Maintain basic records, complete reports and perform basic arithmetic computations;
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

**SPECIAL REQUIREMENTS:**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to stand for long periods, maintain balance and walk long distances. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 50 pounds. Requires the ability to climb ladders of various heights. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. Work is regularly performed outside in seasonal climate and weather conditions. May be required to work in inclement weather without effective protection from sun, cold, and rain. May be required to work within enclosed spaces or at heights above ground level.

**CAREER LADDER INFORMATION:**



Experience gained in this classification may serve to meet the minimum requirements for promotion to Traffic and Lighting Supervisor.

**ESTABLISHED/REVISED DATE:**

Established Date: January 2010

Department Review: June 2022