

CITY OF HAMILTON**PUBLIC WORKS DEPARTMENT**
TRANSPORTATION DIVISION – TRAFFIC OPERATIONS & ENGINEERING – LOCATION – 1375 UPPER
OTTAWA ST.)**TRAFFIC SIGNAL FOREPERSON- CUPE 1041****SUMMARY OF DUTIES**

Reporting to the Superintendent of Traffic Operations, this position is responsible for organizing, coordinating and overseeing the daily work activities of staff assigned to construct and maintain the City's traffic signal system (traffic control signals and other electronic traffic control devices). Plans, organizes and prioritizes work in accordance with applicable standards, policies and procedures. Maintains applicable records and tracks work, time and material for jobs. Recommends and administers personnel actions such as hiring, promoting and discipline where required and in accordance with applicable polices and collective agreements. Must work rotating stand-by after-hours shifts.

GENERAL DUTIES

Supervise the daily work activities of all assigned staff including, but not limited to, Traffic Signal Specialists and Traffic Signal Technicians.

Organize, co-ordinate and direct section workflow based on inputs (work orders, trouble calls, e-mails) from other sections or divisions (internal and external). Track work progress and ensure that staff complete work in a safe and professional manner. Inspect work to ensure it conforms to applicable policies, standards and best practices.

Ensure that staff are provided with the necessary knowledge, training and equipment to perform their duties safely and competently. Inspect/monitor staff work practices to ensure that work is being performed safely and in accordance with applicable policies, standards and best practices including vehicle operation.

Co-ordinate and oversee inspection processes (routine and preventative maintenance) to ensure that assets are operating in a safe manner and are compliant with all applicable codes, standards and best practices.

Prepare and maintain appropriate records for sectional activities ensuring accuracy including, but not limited to, work orders, inspection reports, timesheets, locate requests, accident reports and absence reports (routine and WSIB).

Receives and answers inquiries from staff, the public, utilities, other departments and contractors.

Investigates and responds to complaints from the public.

Liaise with Ontario Hydro, Horizon Utilities, and the Electrical Safety Authority on connections, installation, inspection standards and approvals.

Provide expert witness testimony in legal proceedings.

Work in accordance with the provisions of all Federal, Provincial, Corporate and Departmental policies and procedures.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that

appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Must possess a valid Certificate of Qualification as an Electrician under the Ontario College of Trades and Apprenticeship Act (309A or 442A) with relevant supervisory and technical experience.
2. Demonstrated experience assessing, inspecting, constructing and maintaining electronic traffic control devices and associated systems including, but not limited to, traffic control signals, flashing beacons, school zone flashers and radar speed display boards.
3. Completion of Ontario Management Development Program (OMDP) or equivalent considered an asset.
4. Must be able to read and interpret roadway and traffic control signal design plans and electrical schematics.
5. Demonstrated relevant experience supervising or leading the daily activities of staff.
6. Working knowledge of Microsoft Windows, Word, Excel and Outlook.
7. Certificate of training for Work Zone Traffic Control, Ontario Traffic Manual Book 7 – Temporary Conditions.
8. Working knowledge of the Highway Traffic Act (Ontario), Ontario Traffic Manual, and the Ontario Occupational Health and Safety Act (Industrial and Construction Regulations).
9. Traffic Signal Field Level II certification with IMSA considered an asset.
10. Must possess valid Ontario Class “G” driver’s licence and a point-free driving record and/or a record found to be satisfactory to the City of Hamilton. Must be able to obtain an Ontario Class “DZ” driver’s licence within six months of commencement of employment in the position.

THIS POSITION REQUIRES A VALID CLASS “G” DRIVER’S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

