CLASS TITLE | MANAGER, TRAFFIC MANAGEMENT CENTER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 3031   **Effective Date: 02/05/2025**

PURPOSE OF THE CLASSIFICATION: Under general direction performs supervisory work in directing all work assigned to the Traffic Management Center (TMC), including operation and timing of traffic signals, school flashing sign system, traffic communications network, video camera network, TMC, Advanced Traffic Management System (ATMS), Emergency Vehicle Pre-emption/Transit Signal Priority System (EVP/TSP), electronic key lock system, highway lighting control system, and related equipment; and other related assigned duties.

ESSENTIAL TASKS:
- Plans, assigns and supervises the work of professional and skilled positions in the operation, maintenance, and troubleshooting of all equipment and systems handled by the TMC, and any related devices, both in the shop and in the field
- Operates, troubleshoots, and maintains the TMC systems and performs backup and recovery procedures
- Plans, schedules, and completes upgrades and installations of hardware and software used by the Traffic Operations Division, often acting as a project manager for new systems
- Develops and inputs traffic signal timing and checks the work of subordinates to ensure accuracy and efficiency
- Coordinates needed adjustments and repairs to equipment with other sections of Traffic Operations, as needed
- Coordinates with other departments on a regular basis, for the security, sustainability, and backup of the Traffic Operations network and systems
- Orders and maintains an inventory of parts and supplies
- Research new equipment and technologies for possible use and for compatibility with existing
- Keeps maintenance records and maintains the signal timing databases, both in the field and in the TMC
- Trains and supervises employees in job requirements and in using safe work habits
- Responds to inquiries from internal and external customers, including legal requests, for signal timing information and trouble reports
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university in electronics, engineering technology, computer science or related field; **and,**
   (b) Six (6) years of progressively responsible, professional or paraprofessional experience; **including,**
   (c) Four (4) years of experience with traffic signal or electronic systems, including troubleshooting, that prepares one to perform the essential tasks listed in this job description;

Or,

2. (a) Completion of one hundred and twenty (120) hours from an accredited college or university in electronics, engineering, computer science or related field; **and,**
   (b) Three (3) years of progressively responsible, professional or paraprofessional experience; **including**,
   (c) Two (2) years of experience with traffic signal or electronic systems, including troubleshooting, that prepares one to perform the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
- Traffic signal timing
- Traffic modeling techniques and development of traffic signal timing parameter and programming
- Operation, design, and technical aspects for all Traffic Operations hardware and software
- Tools, equipment, methods and materials used in the testing, maintenance, and repair of the traffic communications network and related equipment
- Standard tools, materials, methods and practices of the electrical and electronics trade and related safety policies, procedures and practices
- Work zone traffic control procedures, including in high traffic areas
- Data communications networking concepts, methods and techniques, including computer interfacing
- State-of-the-art data processing and data communications equipment and their applications
- SQL Server operating principles
- Microsoft Windows and Office Suite software
- Troubleshooting methods and procedures
- Industry best practices and principles

Ability to:
- Plan, assign and supervise the work of skilled subordinates in the operation and timing of traffic control signals, school flashing sign system, traffic communications network, Traffic Management Center (TMC), Advanced Traffic Management System (ATMS), and related equipment
- Read and work from engineering plans, wiring diagrams, schematics, engineering specifications and factory service manuals
- Provide technical assistance on the more difficult tasks
- Maintain complete and accurate work records and parts inventory
- Plan and organize effectively
- Compile data, prepare reports and presentations, and present effective verbal reports and recommendations
- Establish and maintain effective working relationships with all internal and external customers
- Represent the City of Tulsa at the highest level of public and legal scrutiny with the possibility of court appearances as an expert witness
- Exercise good judgement, think critically, apply logic, and respond quickly and accurately

Skill in:
- Utilizing the highest level of interpersonal skill to understand, select, develop and motivate people at any level within or outside the organization
- Repair, troubleshooting, and operation of all required traffic hardware and software
- Safe operation of a bucket truck
- Communicating effectively across multiple media types (verbal, written and video) with the possibility of doing media interviews on occasion

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
   a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
   b) Possession of **or** the ability to obtain an Oklahoma Class "B" Commercial Driver's License (CDL) within eighteen (18) months of hire date
   c) Possession of valid Electrical Journeyman License (any type) or Electrical Contractor's License *preferred*

WORKING ENVIRONMENT: Working environment is split between indoors and outdoors, occasionally in inclement weather; requires use of telephone, radio, and specialized equipment; and requires some travel to various locations for inspections. May be exposed to the following: hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), cramped work areas, weather/extreme temperatures, heights, high noises, and environmental conditions (disruptive people, imminent danger, threatening environment).

EEO Code: E-07
Group: Administrative and Technical
Series: Administrative and Technical Supervision