



City of Tempe

STREETLIGHT PROGRAM SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	652	<i>Department</i>	Engineering and Transportation
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Streetlight Program Supervisor
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in streetlight installation or maintenance and / or traffic safety, including reading and interpreting electrical blueprints, electrical systems.
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of, or required to obtain within 12 months of hire, a Roadway Lighting Level II certification from the International Municipal Signal Association (IMSA).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform oversee and manage the street light program, including but not limited to maintenance contracts, plan and lighting design review, construction inspection, capital improvement program development and oversight.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Establish and administer a citywide program for the update and modernization of the City's lighting system. Oversee the neighborhood mid-block lighting request program, coordinate with utility companies and engineering staff regarding streetlights, and ensures the City's streetlight system meets roadway lighting standards and requirements.
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals.
- Manages the street light maintenance program, installation and replacement of street light poles, automated work order and tracking program, structural integrity of the poles, and other studies and special projects, as necessary.
- Coordinate special lighting requests with Police and other City departments.
- Review, evaluate and approve all street lighting design and implementation plans for new and existing developments based on good engineering practices; ensure that lighting plans are coordinated in a timely manner.
- Oversee the Street lighting capital improvement budget as it relates to the City's street lighting systems five-year capital improvement and operations program; prepare cost estimates; monitor and control expenditures; submit justifications upon request.
- Respond to inquiries from the general public as it relates to the maintenance and or damage of the City's street lighting system; work with the general public to resolve or minimize street lighting related problems; maintain a service request database of citizen inquiries, requests, complaints and work order/maintenance system.
- Examine accounts and records for proper authorizations; monitor monthly billings for street light power usage; coordinate and authorize payments; review vouchers and statements; resolve discrepancies regarding billing with utility companies.
- Maintain street lighting asset management system; update and produce activity records and statistics, document and produce the GIS mapping system.
- Oversee the installation and/or maintenance of street lighting systems with field inspectors to ensure work has been done according to specification.
- Manage the scheduling of outages; requests for mid-block lights and energy.
- Establish policies and procedures for the street light program; recommend and assist in the implementation of program goals and objectives.
- Provide technical assistance to both outside and internal staff.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective July 2024</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Streetlight Program Supervisor

Job Code: 652

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	x	
Will this vehicle require a Commercial Drivers License?		x

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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ENDURANCE				
Sit			x	
Stationary / Stand			x	
Move / Traverse			x	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		x		
Electrical*			x	
Power Tools*		x		
Hand Tools*		x		
Personal Protective Equipment*		x		
Fumes		x		
Computer Software			x	
Chemicals		x		

ENVIRONMENT				
Indoors			x	
Outdoors			x	
Working in or around water		x		
Extreme Heat		x		
Extreme Cold		x		
Office Setting		x		
Confined Spaces		x		
Excessive Noise**		x		
Heights		x		
Sewage Exposure		x		
Bodily Fluid Exposure		x		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		
Distance (clear vision at 20 feet or more)		
Color (ability to identify and distinguish colors)		
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		
No Special Vision Requirements	x	

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		x
26-50lbs	x	
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	x	x
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	x	
Crouch / Squat	x	
Kneel / Crawl	x	
Above Shoulder Level	x	
Below Shoulder Level	x	
Repetitive Arm Use	x	
Repetitive Wrist Use	x	
Repetitive Hand Use	x	
Climb Stairs / Ladders	x	
Neck Range of Motion	x	
Traverse Uneven Surface	x	
Traverse Even Surface	x	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

** Hearing test is required