

CITY OF GLENDALE

TITLE:	Streetlighting Manager	CLASS CODE:	717
REPORTS TO:	Deputy Transportation Director	GRADE:	31
DEPARTMENT:	Transportation	FLSA:	E
JOB SPECIFICATION DATE: December 6, 2007 cm			

JOB SUMMARY

Performs work of considerable difficulty in planning, directing, supervising, and managing the maintenance, installation, design, and repair of the city's streetlight system.

ESSENTIAL FUNCTIONS

1. Manages, plans, organizes, and supervises the activities and staff of the Streetlighting program.
2. Manages the inspection and monitoring of streetlighting projects and evaluates compliance with city and safety standards.
3. Manages the operating and capital improvement budget for the Streetlight program.
4. Manages the City's electronic streetlight asset management system; captures system attributes, develops trend analysis on equipment, service efficiency, and warranty claims.
5. Establishes policies and procedures for the City's street lighting program.
6. Reviews, evaluates, and approves all street lighting design and implementation plans.
7. Manages the contract process and negotiates rates with contractors and utility companies.
8. Reviews, evaluates, and approves street lighting designs and plans submitted by utility companies, consultants, and developers.
9. Administers and implements department projects or programs in accordance with work program goals and objectives.
10. Participates in public meetings and other efforts to promote public participation and meets with neighborhood groups to mediate and resolve program or project issues
11. Monitors cost of the City's streetlighting system and the accuracy of billings and outside services.
12. Conducts research and analysis, develops findings and conclusions and prepares reports and presentations.
13. Provides information, technical assistance and professional guidance to management, staff, developers and the general public.
14. Performs field inspections of street light installation projects and questionable traffic safety situations.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of electrical engineering and streetlight systems
Materials, methods, and construction techniques commonly used in the installation of lighting equipment
Research and statistical methods applied to streetlighting studies
Hazards and safety precautions to be observed while performing streetlight installation, inspection and maintenance work
Principles and practices of modern management and supervision

Ability to:

- Review projects to ensure compliance with plans and specifications
- Prepare plans and specifications for streetlighting projects
- Conduct and analyze surveys, compile statistical data, prepare reports and make recommendations
- Prepare, manage, and monitor a program budget
- Plan, organize, and manage the work of others
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with the general public, City personnel and representatives of other cities, utility companies, contractors, vendors and developers

WORKING CONDITIONS

Office setting with frequent field inspections.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Electrical or Traffic Engineering, Construction, Management, Business Administration, or a related field, and five years experience in streetlighting operations.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Drivers license