

**CITY OF SPRINGFIELD
JOB DESCRIPTION**

Job Title: Meter & Traffic Repairman **Date:** March 26, 2003
Dept. Div.: C.W.L.P. Traffic & Meter Dept. **Work Location:** Miller Street
Supervisor: Maintenance Supervisor **Status:** I.B.E.W. 193
Position Supervised: None **FLSA Status:** Non-Exempt

Job Summary: Shall perform the duties assigned by the **Maintenance Supervisor** of the Traffic and Metering Department which includes installation and maintenance of traffic Signals and related control equipment and such other related equipment as may be assigned. Employee shall also maintain, calibrate, repair and install electric metering and other related equipment when assigned.

Job Duties:

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|----------|-------------------------------------------------------|-----|
| E | 1. Install and remove electric meters residential. | 50% |
| E | 2. Test electric meters and clean with solvents. | 5% |
| E | 3. Troubleshoot traffic signal malfunctions. | 20% |
| E | 4. Replace damaged or non-working traffic components. | 15% |
| E | 5. Install ESDA sirens, maintain, repair and test. | 5% |
| M | 6. Performs other duties as required or assigned. | 5% |

Accountabilities:

1. Proper operation of traffic signal.
2. Correct metering of residences and businesses.
3. Proper operation of ESDA warning sirens.
- 1
4. Proper metering at substations between utilities.
5. All in stock meters tested and stored.

Equipment, Aids And Tools:

Complete line of hand tools, voltmeter, amprobe, power drill, power saw and chain saw, jackhammer, hoe saws, concrete drill, bucket truck, digger boom truck, equipment trailer.

Regular Contacts:

City Police
People from other utility companies.
General public on residential metering.
Business People on commercial accounts.
Co-workers.

Working Conditions:

Outside work in all weather conditions, extreme cold and heat - wet or dry because of emergency conditions.

Required Knowledge, Skills and Abilities:

Needs mechanical abilities in construction and maintenance of traffic signals and metering devices and air raid sirens and a working knowledge of said systems. Ability to work in enclosed areas such as underground vaults and manholes. Ability to do high work on poles or using bucket truck.

Physical Requirements:

Ability to push, pull, **climb** and lift on a daily basis.

Ability to stand, kneel, stoop and sit for extended periods of time.

Must be able to lift up to 100 lbs. occasionally.

Mental Requirements:

Ability to think quickly and accurately and use sound judgement.

Able to communicate well with co-workers and general public.

Training and Experience:

Successful completion of all training requirements and on-the-job training hours as set by the JATC.

Experience in construction/manual trade is preferred.

Additional Requirements:

CDL license.

1. PHYSICAL ACTIVITY

| | ATTRIBUTE | DUTIES | %TIME |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|
| A. | CLIMBING: Ascending or descending ladders, stairs, scaffolding ramps, poles, etc. using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion. | 1,3,4,5 | 15% |
| B. | BALANCING: Maintaining body equilibrium to prevent falling when walking, standing or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. | 1,3,4,5 | 40% |
| C. | STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. | 4,5 | 5% |
| D. | KNEELING: Bending legs at knee to come to a rest on knee or knees. | 3,4 | 2% |
| E. | CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine. | 3,4 | 2% |
| F. | CRAWLING: Moving about on hands and knees or hands and feet. | | |
| G. | REACHING: Extending hand(s) and arm(s) in any direction. | 1,3,4,5 | 10% |
| H. | STANDING: Particularly for sustained periods of time. | 1,3,4,5 | 40% |
| I. | WALKING: Moving about on feet to accomplish tasks, particularly for long distances. | 1 | 15% |
| J. | PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward. | 1,4,5 | 5% |
| K. | PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | 1,4,5 | 5% |
| L. | LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles. | 1,4,5 | 15% |
| 4 | | | |
| M. | FINGERING: Picking, pinching, typing or other wise working primarily with the fingers rather than with the whole hand or arm as in handling. | 1 thru 5 | 40% |
| N. | GRASPING: Applying pressure to an object with the fingers and palm. | 1,4,5 | 15% |

- O. FEELING:** Perceiving attribute of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.
- P. TALKING:** Expressing or exchanging ideas by means of the spoken word; 1,2,3,4,5 5% conveying detailed or important spoken instructions to other worker accurately, loudly or quickly.
- Q. HEARING:** Perceiving the nature of sounds, with or without correction; 5 3% receiving detailed information through oral communication, making fine discriminations in sound.
- R. REPETITIVE MOTIONS:** Substantial movements (motion) of the wrists, hands, and/or fingers.

2. PHYSICAL MODE - SELECT ONE: LEVEL

ATTRIBUTE

- A. SEDENTARY WORK:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, punch, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- B. LIGHT WORK:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.
- C. MEDIUM WORK:** Exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects. X
- D. HEAVY WORK:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.
- E. VERY HEAVY WORK:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

5

3. VISUAL REQUIREMENT - SELECT ONE:

ATTRIBUTE

LEVEL

- A. Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machine (including inspection), using measurement devices, assembly of fabrication of parts at distances close to the eyes. **X**
 - B. Level B is typical of MACHINE OPERATOR (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
 - C. Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.
 - D. OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.
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4. MENTAL CAPABILITY REQUIREMENTS - SELECT ONE

| ATTRIBUTE | LEVEL |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| A. Performs repetitive tasks following simple instructions. | |
| B. Performs a variety of simple tasks following instructions provided. | |
| C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided. | X |
| D. Performs complex tasks requiring independent knowledge and its application to non-routine situations. | |
| E. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgement. | |

5. WORKING CONDITIONS - CHECK ALL THAT APPLY

| ATTRIBUTE | ITEM |
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| A. Subjects to inside environmental conditions; protected from weather conditions, some temperature changes. | X |
| B. Subject to outside environmental conditions. | X |
| C. Subject to both inside and outside environmental conditions. | X |
| D. Subject to extreme cold; temperatures below 32 degrees for periods of more than one hour. | X |
| E. Subject to extreme heat; temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related. | X |
| F. Subject to noise sufficient to cause the worker to shout in order to be heard. | X |
| G. Subject to vibration of the extremities or whole body. | X |
| H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals. | X |
| I. Subject to conditions that effect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation. | X |
| J. Subject to oils or other cutting fluids. | X |
| K. Required to wear respirator. | X |
| L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). | |
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6. COMMENTS/NOTES

F & G - Using a jackhammer and concrete drill.

K & I - Working in underground vaults.

J - Using Pipe threader machine, cleaning meters.

F - Maintenance and Testing Sirens.

