

TRAFFIC SIGN SHOP TECHNICIAN

MAJOR FUNCTION

This is a technical and skilled position that primarily involves the fabrication, installation and inventory control of signs along County maintained roads; and/or assists others with completion of assigned traffic related duties foregoing compliance with Federal, State, and County regulations. This position shall program short and long term sign and material needs for production as well as inventory needs. Work in this class is distinguished from other classes by its emphasis on the performance of the fabrication and inventory management of traffic signs and materials.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Fabricates regulatory and other specialty signs in the on-site Sign Shop as well as providing inventory control of Sign Shop materials and signs. Such fabrication involves computer based programming, manual assembly as well as printing functions.
- Provide inventory control of sign making materials as well as manufactured ready to use signs.
- Provide specification writing and analysis of material for the fabrication of signs making materials as well as pre-fabricated signs.
- Performs administrative functions such as digital work orders, service requests and other paperwork as needed. Maintains files and records as well as documents associated with the preparation of invoices and quotes.
- Will be required to learn and utilize various types of electronic and/or manual recording and information systems used by the Office of the County Engineer or related units.
- Ability to read and interpret engineering drawings and blueprints pertaining to signs and other traffic control devices.
- Knowledge of the Manual on Uniform Traffic Control Devices (MUTCD), relating to traffic signs and traffic control devices.
- Interpret simple plans and sketches as well as technical specifications.
- Evaluates, installs, repairs, and maintains traffic signs and other traffic control devices in the field.
- Must drive pickup trucks, larger trucks, and forklift used in various Traffic Division operations.

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- May be required to work a rotating 24-hour, 7-day "on-call" shift to provide emergency coverage for department (after training and demonstrating competence).
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- May temporarily serve the role of a Traffic Supervisor, in the absence of one.

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Trains other staff on the proper methods and procedures for fabricating, erecting, and installing traffic signs.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, electronically including email or by phone contact.

SUPERVISION

This position has no direct supervisory responsibilities of personnel related matters; however, the individual filling this position will serve as the lead worker on assignments involving activities in the Sign Shop as well as with Traffic Maintenance Technicians as needed.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

High School diploma; Intermediate Maintenance of Traffic Certificate; Class E Drivers License (or better); NIMS IS-100, IS-200, IS-700, and IS-800 (within 12 months of hire); IMSA Sign and Pavement Markings Technician Level II (Level III within 18 months of hire); at least 5 years of experience with traffic signs installation and fabrication.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and

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maintenance instructions, and procedure manuals.

- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of federal, state, and county rules and regulations for traffic striping, signs and signals operations.
- Ability to learn quickly from written, oral instructions and demonstrations. Ability to understand, remember and carry out oral and written direction.
- Ability to learn and apply safety measures.
- Knowledge of tools used in maintenance and fabrication of signs, traffic signals and traffic striping operations.
- Ability to operate all required equipment and various types of electronic and/or manual recording and information systems after appropriate period of training.
- Ability to work with minimum supervision.
- Ability to prioritize tasks and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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Machinery and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: post hole digger, personal computer including sign making software and equipment, sign roller, power tools of the trade, various hand tools of the trade, fork lift, and drive a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and lift up to one hundred pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to high precarious places, fumes or airborne particles; and will frequently be exposed to outdoor weather conditions and moving vehicular traffic. The typical noise level is moderate.

Established: 10/2009

Pay Grade: 16

Job Description Number: 3108

Category:3

Status: NE

Revised: 05/2021