

SIGN TECHNICIAN

MAJOR FUNCTION

This is a technical position involving the fabrication, repair, and maintenance of County road signs and the assembly and installation of road signs in compliance with Federal, State, and County regulations.

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 work load.

- Fabricates signs in shop using sign making computer.
- Repairs and maintains road signs and other traffic control devices in the field.
- Installs new road signs. Checks for location of underground cables or phone lines. Measures distance, digs hole, and places sign in hole.
- Serves as flagger in emergency situations and during installation of road signs.
- Places and removes traffic cones, barricades, flags, signs, and other traffic control devices as needed.
- Works a rotating 24-hour, 7-day shift to provide emergency coverage for department.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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 or by phone contact.

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SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High School diploma or general education degree (GED), and one year related experience, or equivalent combination of training and experience.

Licenses.

Valid Florida Driver License.

Certifications.

Work Zone Safety Certification from International Municipal Sign Association (IMSA) within six months of assignment. Level I Signs & Marking certification from International Municipal Sign Association (IMSA) within 12 months of assignment.

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 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.

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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.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of federal, state, and county rules and regulations for sign installations.
- Knowledge of tools used in maintenance and fabrication of signs.
- 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.

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, heat applicator, sign roller, jackhammer and other power tools of the trade, various hand tools of the trade, and fork lift, as well as 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.

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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. The typical noise level is moderate.

Established: 10/99	Category: 7
Pay Grade: 4	Status: NE
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