



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Sign Maintenance Technician	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Road	<b>GRADE:</b>	A3
<b>REPORTS TO:</b>	Road Department Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for fabrication, repair, installation, maintenance of non-electric traffic devices in the unincorporated parts of Lyon County in accordance with state, federal and local regulations.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Performs skilled work in the fabrication, maintenance, repair and installation on a wide variety of signs.
- Prepares, modifies and moves signs as specified by work order.
- Estimates materials, parts, tools and equipment needed for work assignments; orders and picks-up materials and supplies from outside vendors as appropriate; maintains an inventory of materials and supplies.
- Researches and tests new products and equipment; recommends purchase of improved products and equipment.
- Performs pavement marking as required.
- Inspects, cleans, and performs routine maintenance work on all road equipment; identifies and reports mechanical problems requiring additional repair.
- Performs traffic control activities, as needed, and observes roadway courtesies; follows safety regulations on all work zone and flagging sites, including placing barricades and cones; reports safety hazards and traffic problems; performs tasks in the interest of public safety and property protection during emergencies.
- Performs road maintenance and construction activities as required.
- Ensures that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



## SIGN MAINTENANCE TECHNICIAN

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND two (2) years of experience in sign making computer system, plotter and the repair and installation of signage, one (1) year of which was in a public agency roadway maintenance role; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Computer software/hardware, plotter, principles, methods, tools and materials used in the preparation, repair, maintenance and installation of a variety of signs.
- Use and minor maintenance of commonly used hand and power equipment/tools.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Basic record keeping practices.
- Methods and materials used in above-ground and underground facilities maintenance and repair work.
- Methods and practices of pavement maintenance and repair.
- Operation and capability of various trucks and heavy equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Knowledge of the MUTCD manual.

Skill in:

- Performing skilled sign making, installation, maintenance and repair.
- Estimating necessary materials, tools and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Safely operating construction vehicles.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## **SIGN MAINTENANCE TECHNICIAN**

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class A Driver's License with "N" endorsement.
- OSHA 30 certification.
- Flagging certification.
- ATTSA Traffic Control Technician certification within one (1) year of date of employment.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field, office and shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to frequent travel exposure to extreme weather conditions including heat, rain, snow, cold, wind, dust, vibrations, and noise; and the ability to work independently in isolated geographic areas.