



Sign Technician Road

RD/10-612

JOB SUMMARY

This position is responsible for the installation, repair, and maintenance of county road signs. This position is subject to be included in the off-hours on-call response service.

MAJOR DUTIES

1. Manages the county sign inventory.
2. Ensures compliance with Manual on Uniform Traffic Control Devices.
3. Repairs, removes, or replaces road signs.
4. Installs new signs.
5. Manufactures all non-regulatory signs using sign design software and sign press.
6. Procures new regulatory signs from vendors.
7. Manages sign shop annual budget.
8. Manages and installs vehicle door decals for county fleet.
9. Coordinates utility locates associated with sign maintenance.
10. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of road sign installation, repair, and maintenance.
2. Knowledge of safety principles and practices.
3. Knowledge of Manual of Uniform Traffic Control Devices standards.
4. Knowledge of work order/asset management software.
5. Knowledge of sign design software.
6. Skill in the operation of job related equipment and hand tools.
7. Skill in the use of a GIS map reader.
8. Skill in the operation of as assigned vehicle.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Road Director assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, the Manual of Uniform Traffic Control Devices, and OSHA regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties in the installation, repair, and maintenance of road signs. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to install, repair, and maintains road signs. Success in this position contributes to the safety of county road ways.

CONTACTS

- Contacts are typically with co-workers and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed indoors and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. OSHA 10 Hour certification. GSWCC White Card. Traffic Flagging Certification.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.