

HALL COUNTY JOB DESCRIPTION

POSITION TITLE: Sign Technician/Equipment Operator II
DEPARTMENT: Road
REPORTS TO: Under the general supervision of the Highway Superintendent and under the direct supervision of the Road Foreman/Safety Manager.
SUPERVISES: Equipment Operators assisting with sign projects

PURPOSE OF POSITION: Responsible for obtaining sign and post quotes, the purchase, repair, proper installation, and maintenance of all traffic signs used in the road department. Perform manual labor and operate heavy equipment in performing a variety of skilled and unskilled tasks necessary in the traffic signing, highway striping, grading and maintenance of roads using independent judgment and initiative, perform routine maintenance and repair on assigned vehicles and equipment, perform tasks requiring manual labor or heavy lifting. Perform inspections of county signs, roads, bridges, culverts, and other drainage structures. **On 24-hour call for emergency sign repair or barricading of road problems hazardous to the motoring public.**

Essential Functions

Operate the county sign truck in performing the inspection, maintenance, and proper installation of traffic signs throughout the county. Responsible for oil changes and other maintenance activities on said sign truck. Cleans truck at the end of each workday of trash, old signs and posts that were collected during the day and re-stocks sign truck with hardware, signs, and posts for following day's activities.

Perform the inspection, proper installation, repair, and replacement of traffic signs along county roads. Complete appropriate paperwork as to documentation of sign inspections, installation, repair, and replacement.

Responsible for the proper sign installation locations, heights, and lateral placement of not only newly installed signs but also existing signs in the field.

Perform the proper measurement and marking of no passing zones and other highway paint striping requirements according to the most recent adopted edition of the Manual on Uniform Traffic Control Devices. Measures and estimates highway paint striping material quantities such as glass beads, paint, etc. for bidding purposes and application.

Operates the paint truck in the application of highway paint striping and glass beads. Coordinates with other counties on joint highway paint striping projects.

Perform asphalt, drainage structure and sign inspections and inventories.

Maintain an organized record keeping file of sign inspection, installation, repairs and replacements, equipment maintenance reports, road maintenance performed, supplies used, time and attendance reports, and any other information required by the Road Department.

Contact Diggers Hotline/One Call Center for buried utilities prior to installation of sign posts and/or other projects.

Ensure barricade trailer is kept full of barricades for emergency purposes on nights, weekends, etc. and that sign truck has ample fuel, each day, for emergency use.

Place flags or barricades around hazardous road conditions to warn motorists.

Investigate and document accidents that occur on county roads or county property.

Patrol roads in a predetermined area of the County during flood or snow emergencies or as instructed to determine hazardous or dangerous road conditions and sign/barricade appropriately.

Performs manual labor such as tree trimming, tree/brush removal, etc. paying special attention to the removal of tree limbs, trees and brush blocking visibility of road and bridge signs, causing sight distance problems at intersections, private driveways, etc. on county rights-of-way.

Performs manual labor such as pavement patching, backfilling dirt, erecting barricades and signs, culvert installations, removing and/or building fence, crack sealing and/or similar tasks.

Operate a variety of equipment such as light trucks, ten-yard diesel trucks, tractor-trailer, tractors, front-end loaders, motor graders, excavators, backhoes, mowers, oxy-acetylene and electric welding equipment, chain saws and/or other equipment applicable to the maintenance and construction of county signs, roads, and drainage structures.

Maintain County roads through the use and operation of heavy grading equipment, fill low spots in roads, create or maintain windrows along roads, establish or maintain the desired grade and depth of road surfacing material according to established policies of the Road Department or specific instruction.

Locate, measure, and stake areas of roads to receive road surfacing materials.

Determine the quality and acceptability of rock, sand, gravel, and other materials delivered according to criteria established by the Superintendent.

Estimate the quantity of road surfacing material required for road maintenance projects, verify delivery of required amount.

Prepare roads for resurfacing, repair, or patching, perform both rough grading and finish grading of roads. Clean, excavate, or grade ditches along roadways.

Inspect road conditions for damage and proper drainage, drainage structures for minor repair and maintenance needs.

Assist work crews in moving dirt in and around construction and repair projects, excavate culverts to be replaced, backfill dirt around bridge approaches, box culverts, and culverts. Perform minor bridge repairs.

Performs snow removal and sand/salt spreading duties, either manually or by utilizing automotive snow removal equipment.

Respond to inquiries or complaints by citizens and motorists regarding road conditions or Road Department projects by notifying the Foreman or Highway Superintendent.

Inspect vehicles, trucks, tractors and other equipment for readiness condition, proper fluid levels, proper tire pressures, and other factors necessary for correct operation before use, report problems or deficiencies to immediate supervisors.

Change tires and wheels on vehicles and trucks, repair flat tires and check for air leaks.

Perform preventive maintenance on assigned equipment, assist in servicing and repair of equipment, clean shop area or garage area.

Performs duties on an on-call basis as needed.

May act as a lead worker to a group of laborers, including seasonal or volunteer workers.

Performs other duties as directed or as the situation dictates.

Essential Knowledge, Experience, and Abilities

Working knowledge of methods, materials, and equipment common to manual labor; working knowledge of hazards and safety practices common to manual labor; ability to organize tasks and work with others; ability to understand and communicate written and oral instructions; ability to establish and maintain effective working relationships with the public, co-workers, supervisors, and others.

Knowledge of operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.

Knowledge of routine vehicle and equipment maintenance procedures.

Knowledge of local roads and highways.

Knowledge of general road construction and repair methods.

Skill in the application of the above referenced knowledge.

Knowledge of federal and state requirements for sign placement along County roads. General knowledge of the Manual on Uniform Traffic Control Devices.

Demonstrated ability to operate a variety of equipment such as trucks, tractor/trailer, motor graders, tractors, front-end loaders, backhoes, mowers, chain saws and/or similar equipment related to the road department.

Ability to read and understand construction plans and specifications and to estimate materials required for highway striping and road resurfacing projects.

Ability to perform manual labor and lift heavy objects.

Ability to recognize hazardous working conditions, ability to work effectively using prescribed safety practices.

Ability to understand and carry out both verbal and written instructions.

Ability to operate motor vehicles and heavy equipment in a safe manner.

Ability to work in a harmonious manner with co-workers and others.

Ability to plan and organize work, ability to keep written records.

Essential Education, Certifications, and/or Licenses

A high school education or experience and training which provide the necessary knowledge, skills, and abilities are required. May be required to obtain EPA certification for spraying herbicides and/or insecticides within a time frame as specified by the County. Two years' work experience operating heavy equipment or trucks is desired. **Nebraska driver's license and Nebraska Class "A" commercial driver's licenses are required.**

Essential Physical Demands and Typical Working Conditions

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl; and talk and listen on a two-way radio.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, sun, and inclement weather. Normal hazards are present in working with machinery and vehicles.

The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

Essential Attendance and Availability Requirements

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.

Must work at the assigned work site.

Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: _____