

JOB DESCRIPTION: **SIGN MAINTENANCE WORKER**

DATE: 10/04/2011

---

EXEMPT (Y/N): No	JOB CODE: CSC
DEPARTMENT: Road	CLASSIFICATION: 441
SUPERVISOR: St. Helens District Supervisor	SALARY RANGE: 23
UNION (Y/N): Yes	LOCAL: AFSCME Local 697

---

**GENERAL STATEMENT OF DUTIES:** Construct, paint, install and maintain all traffic control and direction signs and markings in the County road system in conformance with the federal manual on Uniform Traffic Control Devices. Perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Install new and maintain existing signs and markings. Construct, sand, paint, clean and repair signs and post. Periodically inspect all signs and traffic control devices during both daylight hours and after dark. Inspect contract work and project sites.

Operate sign machine for applying reflective sheet to sign blanks. Operate small power tools.

Prepare sign lay-out. Paint and assist in lay out of crosswalks, stop lines, and street legends.

Estimate material needs, order necessary supplies and control storage and inventory of stock.

Maintain inventory and record of sign erection and locations in electronic database.

Maintain tools and equipment in proper condition.

Investigate requests for additional signs and make recommendation to Supervisor.

Respond to emergency requests for sign repair.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position but may occasionally exercise limited supervision over employees assisting on assigned tasks.

**SUPERVISION RECEIVED:** Work under the general direction of the St. Helens District Supervisor who assigns and reviews work according to established policies, procedures and standards.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent. Three years

**JOB DESCRIPTION: SIGN MAINTENANCE WORKER**

DATE: 10/04/2011

experience in the construction or maintenance of traffic control signs. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess or acquire within six (6) months of hire a Class C Commercial Driver's License and must be insurable under the County's liability insurance coverage.

**NECESSARY SPECIAL QUALIFICATIONS:** Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of rules and regulations of traffic control signs and materials. Knowledge of the methods and materials used and the use and operation of equipment used in the construction and maintenance of traffic control devices and signs.

Familiarity with computers systems and their use.

Ability to read and understand laws and regulations pertinent to this position. Ability to effectively and efficiently operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to maintain effective working relationships with employees, other agencies, County officials, community service workers, and the general public.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl, at times on uneven ground. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and may be required to work evenings during all adverse weather conditions. The employee may be required to work alone or with community service workers. The employee is frequently exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.