



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Signs and Markings Technician **LAST UPDATED:** January 13, 2016
DEPARTMENT: Engineering – Traffic Control **JOB CLASS:**
REPORTS TO: Senior Signs and Markings Technician **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of a Senior Signs and Markings Technician, performs work related to the installation, repair, and maintenance of traffic control signs, pavement markings, sign fabrication, guardrail, and permanent barricades. Operates a variety of light and heavy equipment, hand and power tools.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Installs, repairs, and maintains traffic control signage.
- Installs, repairs, and maintains pavement markings.
- Installs, repairs, and maintains guardrail and permanent barricades.
- Assists with fabrication of traffic control signs.
- Assists with the inventorying of materials and equipment.
- Assists with programming and placing message boards for special events or emergencies, as needed.
- Flags traffic and installs workzone signage and barricades needed to perform work safely at job sites.
- Inspects traffic control signage, pavement markings, guardrail, and permanent barricades.
- Reads and interprets plans, schematics, product safety data sheets, and the Manual of Uniform Traffic Control Devices.
- Completes work orders summarizing daily work tasks.
- Trims trees that obstruct traffic control signage.
- Cleans work sites and restores landscaping to original condition upon completion of traffic control sign and guardrail projects.

Other Important Duties:

- Must work overtime as required.
- May be required to work weekends, after hours and special events.
- Assists in set up of traffic control or detours necessary for special events and emergency situations.
- May be required to work overnight shifts for the installation of pavement markings and/or to conduct sign inspections
- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Travels to job sites and to attend meetings, conferences and training.
- Provides support and assistance to other departments as assigned.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of the Manual of Uniform Traffic Control Devices.

- Knowledge of traffic control sign, pavement marking, and guardrail maintenance, repair, and construction methods and practices.
- Knowledge of occupational safety and health rules, regulations, practices and procedures.
- Knowledge of TxDOT workzone safety requirements and procedures.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in basic mathematical calculations.
- Skill in planning and coordinating work site activities.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D. or equivalent combination of education and experience.
- Must have IMSA Work Zone Safety or ability to obtain within 6 months of date of hire (TEEX course certification will be considered)
- Must have IMSA Level I Certification in Signs and Markings or the ability to obtain within 12 months of date of hire.
- Must pass a pre-employment drug screen, MVR check, criminal background check and post-offer physical agility exam.
- Must possess State of Texas class “A” CDL Driver’s License within 6 months of date of hire.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a construction site environment.
- May be subject to repetitive motion such as twisting and upper body motion, braking, operating levers, digging, when operating heavy equipment, or manually assisting in the maintenance and repair in assigned area.
- May be subject to exposure to extreme temperature conditions, confined spaces, trenches, hazardous chemicals, fumes, air and water borne pathogens and infectious diseases.
- May be subject to climbing, bending, reaching, kneeling, loading, unloading, transporting, lifting and carrying such as retrieving or replacing materials, tools, equipment, landscaping.
- Must be able to lift up to 60 pounds.

Equipment and Tools Utilized:

- Uses GPS equipment and digital camera to locate signs.
 - Works with chemicals to clean equipment.
- Operates light and heavy construction equipment including concrete saws, back hoes, bob cats, MMA applicator, thermoplastic applicator, paint sprayer, epoxy dispenser, hand squeeze roller applicator, post hole diggers, pole puller, air tools, compressor and grinders as needed. . Also uses power tools, personal computer, copier, fax machine, shovel, 2-way radio, cellular phone, and department vehicles.

Approved By:

Signed by Shelley Lange, Engineering Division Manager

 Shelley Lang, Engineering Division Manager

06/03/2015

 Date



 Shannon Allyn, Human Resources Generalist

06/03/2015

 Date