



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Sr. Sign Maintenance Specialist</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Roads Maintenance Superintendent</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>06/2019</u>
<b>DEPARTMENT:</b> <u>Road &amp; Bridge Maintenance Operations</u>	<b>JOB CODE:</b> <u>700</u>	

### **SUMMARY:**

Under limited supervision, manages the County Signage Program to insure compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD), State and County Policies and Regulations.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Manage the county signage program to ensure compliance with applicable county, state, and federal regulations including the Federal Highway Administration (FHWA), Federal Manual on Uniform Traffic Control Devices (MUTCD). Develop procedures to capture accurate data for GIS System layers in an effort to ensure availability of a database which includes a complete, accurate and searchable inventory of sign data.

Set up and run the sign production facility to cost effectively provide all county street name signs, and reface/recycle all usable regulatory and warning signs to meet retro-reflectivity standards.

Develop and implement a sign assessment and management plan to establish and maintain County compliance with newly established retro-reflectivity requirements within established deadlines. The FHWA's new traffic sign retro-reflectivity requirements will be implemented in phases beginning in January 2012 and continue through January 2018.

Perform other duties as assigned.

**PHYSICAL DEMANDS:**

Position requires FREQUENT talking and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools, and perform stationary flagging. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires overtime and nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**KNOWLEDGE AND SKILL:**

1. Advanced knowledge of MUTCD sign manual.
2. Advanced knowledge of operating and service manuals and related documentation to vehicle and equipment used.
3. Advanced knowledge of federal, state and county codes, relating to vehicle operation.
4. Advanced knowledge of county policies and procedures relating to workzone safety
5. Advanced knowledge of all types of construction equipment used by the division and motorized vehicles and equipment, dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, crack sealing equipment, compressors, generators, common hand and power tools, shovels, wrenches, mobile radio, and telephone.
6. Ability to read, comprehend and interpret Federal, State and County regulations, manuals, guidelines and policies.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED; basic computer literacy sufficient to learn and work in GIS systems, on-line mapping applications for utility locates, sign making software, MS Word and MS Excel, and Cutter-Plotter for sign making.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*