



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Sign Maintenance Specialist</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Roads Maintenance</u> <u>Superintendent</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>01/16</u> |
| DEPARTMENT: <u>Public Works, Maintenance</u> <u>Operations</u> | JOB CODE: 700 | |

DEFINITIONS:

Under limited supervision, maintains and installs traffic signs and markings for normal traffic flow and locates marks, assembles, and orders road signs used during construction, snow removal, and repair of roads and surface streets in the County.

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.)*

Locates marks, orders signs, posts and hardware needed for installing signs; assembles ID signs, keeps inventory of signs.

Operates a one ton or greater service truck with attached PTO driven apparatuses; operates motorized vehicles, pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, crack sealing equipment, compressors, generators, common hand and power tools, shovels, wrenches, mobile radios, and telephone.

Assists in construction and maintenance in operation related to assigned equipment; assists other employees in construction and maintenance activities for training activities; assists mechanic when assigned equipment is out of service.

Maintains and cleans assigned equipment; inspects and repairs streets, drainage and sewer systems at frequent intervals to ensure that aspects of the systems are functioning properly; determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Maintains a variety of written and electronic records relating to the maintenance of signs, traffic control devices, and others as assigned; performs routine inspection and preventative maintenance on equipment; refers defects or needed repairs to supervisor; performs duties in conformance to appropriate safety and security standards; visually inspects and tests machinery and equipment; listens for unusual sounds from machines and equipment to detect malfunction.

KNOWLEDGE AND SKILL:

1. Good knowledge of MUTCD sign manual.
2. Good knowledge of operating and service manuals and related documentation to vehicle and equipment used.
3. Good knowledge of federal, state and County codes, relating to vehicle operation.
4. Good knowledge of County policies and procedures relating to workzone safety
5. Good 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 and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
7. Skill in establishing and maintaining cooperative relationships with departmental staff and the public.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three years equipment operations or construction experience; Missouri drivers license, Class B CDL with air brake endorsement.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)