



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>SR. 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, 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.

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, 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.

APPROVALS:

Department Director: _____ Date: _____

(Signature)

HR Director: _____ Date: _____

(Signature)