

 JOB DESCRIPTION	DEPARTMENT: ENGINEERING OCCUPATIONAL GROUP: TPOAM			
TITLE: Sign Erector	FLSA STATUS Non-Exempt	PAY GRADE 6b	APPROVAL DATE 05/15/2020	APPROVED BY M. MacDonell

SUMMARY

An employee in this position is responsible for installing and maintaining signs and traffic control devices in accordance with state, federal and local regulations.

SUPERVISION RECEIVED

Reports to and works under the direct supervision of the Sign Foreman.

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND FUNCTIONS

The job duties listed are typical examples of the work performed by an employee in this position. These examples do not include all of the duties which the employee may be expected to perform.

1. Installs, repairs, replaces and removes traffic control signs and supports and documents activities through work orders and/or mobile computer device(s).
2. Places construction signs and road barricades when necessary.
3. Performs complete sign fabrication tasks including the design and layout of the sign in a computer program when necessary.
4. Operates equipment safely, following all MIOSHA and WCRC safety rules and manufacturer’s recommendations.
5. Performs pre-trip/post-trip inspections, minor servicing, adjustment and maintenance on vehicles and equipment.
6. Operates chain saw to trim trees and brush interfering with sign visibility.
7. Stake sign locations and coordinate utility clearances prior to sign installation.
8. Operates forklift when necessary to unload heavy materials.
9. Keeps assigned vehicles and equipment clean, orderly and equipped with necessary tools and supplies.
10. May be required to perform duties required of a Heavy Truck Driver.

11. Perform other duties as assigned.

EDUCATION

Possession of a high school diploma or equivalent.

EXPERIENCE

One (1) year of experience in the operation and maintenance procedures necessary for installation of traffic control signs or work experience that directly involves the skills required to operate machinery, small tools, power tools, vehicles and equipment.

OTHER REQUIREMENTS

Possession of a valid Michigan Class A Commercial Driver's License (CDL) with no restrictions (excluding "K").

IMSA Level I Signs & Markings certification within twelve months of entering the position.

WORKING CONDITIONS

Duties require bending, squatting, walking, crawling, kneeling, climbing, and reaching both to ground level and overhead; lift and carry up to 100 pounds; holds and grips objects; may be required to stand or sit for long periods of time. Duties also involve exposure to dust, pollen, and strong fumes; subject to working in a variety of extreme weather conditions; subject to constant and sometimes extreme levels of noise; susceptible to poor lighting and ventilation as well as cramped working spaces; exposure to mechanical, electrical, and chemical hazards associated with traffic control equipment as well as other safety hazards associated with working in and around traffic.

KNOWLEDGES, SKILLS AND ABILITIES

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following.

Knowledge of various methods and techniques, tools and materials in the fabrication and production of signs.

Knowledge of traffic control sign installation, repair and constructions methods and practices.

Knowledge of Michigan Manual on Uniform Traffic Control Devices (MMUTCD) standards and specifications.

Knowledge of standard Highway signs (federal, state and local standards).

Knowledge of occupational hazards and safety precautions applicable to position.

Knowledge or the ability to learn Washtenaw County Road Commission's policies and procedures.

Skill in reading maps.

Ability to perform the physical aspects of the job.

Ability to self-motivate and lead others.

Ability to operate all equipment assigned to the department.

Ability to follow written and oral instructions.

Ability to use power tools.

Ability to make mathematical computations.

Ability to work at heights of 30 feet in the air.

Ability to explain instructions and guidelines to others effectively.

Ability to provide 24-hour on-call services.

Ability to interact with co-workers, supervisors and the public in a professional and courteous manner.

Ability to communication effectively.