

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRAFFIC SIGN SHOP TECHNICIAN

Department: Office of the County Engineer
Pay Grade: 209
FLSA Status: Non-Exempt
Job Class: 3108
Risk Code: 5509

JOB SUMMARY

Responsible for the fabrication of all roadway signs for Marion County, to include Parks, Facilities, Solid Waste, and Utilities. All responsibilities of running a custom sign shop. Ordering raw goods, controlling inventory, fabricating signs for sign technicians, delivering and installation of signs. Assist signals and striping crews as needed. All other task assigned.

ESSENTIAL JOB FUNCTIONS

- Oversees the day-to-day operation of a custom sign shop.
- Runs and maintains large format printer, laminate machine, and hand roller machines. Run and operate sign design software programs and other specialized software applications.
- Utilizes drill press to precision drill aluminum blanks.
- Designs signs based on MUTCD standards and as otherwise directed by the Traffic Supervisor or other management.
- Creates task reconciliation for accounting billing.
- Maintains supply inventory and the supply of completed signs. Adds finished signs to inventory and subtracts raw material from inventory.
- Communicates with vendors all over the country for quotes on raw goods. Creates request to purchase forms and purchases raw goods for print shop.
- Serves as lead for Sign Technicians when management is not available. Takes attendance and gives direction to other employees.
- Fabricates and installs traffic signs at the direction of higher level supervisors and managers.
- Works with traffic Engineers to fabricate and install roadway signs.
- Reads and correctly interprets blueprints and drawings to precisely place roadway warning, regulatory, and guide signs.
- Work alone on the side of high-speed roadways in adverse weather.

- Works with single crew to assist with emergency first responders to repair traffic signals. Sets up traffic warning signs for temporary traffic control. Flags traffic through and around hazardous and/or dangerous roadway conditions.
- Utilizes hand tools and power tools to erect roadway signs. Often utilizes grinding and drilling power tools in remote locations with little or no supervision.
- Drives and inspects for defective components on heavy straight body truck and maneuvers vehicles into tight off-road obstacles.
- Operates forklifts to unload materials from trucks and to stack materials on racking system.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and number five(5) years' experience in traffic signage and/or maintenance or related field; or an equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Level I Signs and Markings Certification from International Municipal Sign Association (IMSA).
- Level II Signs and Markings Certification from International Municipal Sign Association (IMSA) within one (1) year of appointment.
- OSHA Forklift Certification within six (6) months of appointment.
- FEMA certifications (NIMS) IS-700, IS-100, IS-200 within six (6) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to exercise some judgment regarding use of equipment, tools, or materials.
- Knowledge of the principles and practices of traffic sign fabrication.
- Knowledge of federal, state, and county rules and regulations for traffic striping, signs, and signals operations.
- Knowledge of tools used in maintenance and fabrication of signs, traffic signals, and traffic striping operations.
- Skills in organization and task prioritization.
- Ability to operate all required equipment and various types of electronic and/or manual recording and information systems after appropriate period of training.
- Ability to work with minimum supervision.
- Ability to learn and apply safety measures.
- Ability to understand and follow oral and written instructions.
- Ability to learn to operate trucks and light automotive equipment on a trainee basis.
- Ability to cross-train for other positions within the department.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.