

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

TRAFFIC & ROAD SIGNS TECHNICIAN

JOB GRADE: 8

JOB CODE: 640

Department: Engineering
Reports To: County Engineer
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 869.684-054

JOB DESCRIPTION

Fabricate, erect, assemble, and maintain roadside and traffic signs at designated locations using hand tools and power tools. Replace worn and damaged signs. Maintain records of signs constructed and replaced. Assist engineering staff as needed.

ESSENTIAL JOB FUNCTIONS

- A. Fabricate and install traffic and roadway signs in the county in accordance with state regulations:
1. Cut and mount facing materials and letters on sign blanks according to prescribed standard format and methods.
 2. Prepare special signs using hand lettering techniques, as needed.
 3. Operate heat lamp applicator for finishing signs.
 4. Install signs in accordance with the Alabama Manual on Uniform Traffic Control Devices.
 5. Load truck with supplies, materials, and equipment for installing, repairing, or replacing signs.
 6. Unload equipment, tools, and prepare materials needed to assemble and install signs.
 7. Repair and replace signs and posts damaged or no longer needed.
 8. Set out barricades and safety cones while working on roadside.
 9. Maintain sign shop inventory records and records of signs erected and replaced.
- B. Assist engineering staff as needed
1. Traffic control.
 2. Project inspection.
 3. Surveying.
 4. Serve as one of two siren technicians for (67) sirens within the county.
 5. Assist with paving jobs.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the Alabama Manual on Uniform Traffic Control Devices regarding correct installation and placement of signs.
- Knowledge of the tools and equipment used in the installation of traffic signs and street markings.
- Knowledge of the occupational hazards and safety precautions involved in this occupation.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Knowledge of the location of roads in the county.
- Ability to read and follow written instructions including simple sketches.
- Ability to load/unload and drive the sign truck.
- Ability to read a map in order to find locations in the county.
- Ability to maintain records of signs constructed and repaired in the county.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. certificate.
- Some computer skills, including but not limited to, Excel spreadsheets.
- Ability to read and write in English.
- Ability to read maps and blueprints (desirable).
- Experience in maintaining traffic and road signs is highly desirable, or an equivalent combination of education and experience in civil engineering or public works.
- Must be available to work odd hours and be on call at all times.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.