



Title: Sign Technician

FLSA Status: Non-Exempt

Department: Highway

Updated: 11/2022

General Definition of Work

Performs intermediate work installing and maintaining road signs and assisting with the maintenance of County roads and equipment, and related work as apparent or assigned. Work is performed under the limited supervision of Highway Maintenance Supervisor.

Supervision may be exercised over assigned personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Inspects all traffic signs and pavement markings on the county road system as needed and evaluates the need for new installations, changes, repairs, and replacements. Evaluates sign needs for construction projects including the design of detour routes.
- Maintains sign inventory program database. Makes, orders, and repairs and installs signs and posts, pavement markings based on evaluated needs. Operates sign truck and various equipment, maintains supplies for emergencies, construction projects as well as day-to-day sign work.
- Performs snow and ice control activities.
- Operates and maintains department vehicles and equipment.
- Assists in graveling County roads and Maintaining stockpiles of gravel and equipment.
- Assists in patching, seal-coating, and crack-filling County roads when needed.
- Installs and repairs E911 signs when requested by the County rural addressing office; stakes and marks sign locations and conducts Gopher State One Call to ensure no utility lines are damaged during sign installations.
- Measures and estimates project work and materials and supplies.
- Orders supplies within set budget.
- Calibrates, sets up, and adjusts equipment and operates mobile equipment including boom truck.

Knowledge, Skills and Abilities

Thorough knowledge of the materials, equipment, and techniques of traffic markings and signs; thorough knowledge of sign replacement, road striping, and signage policies; thorough knowledge of county road names and geography; thorough knowledge of the MN Manual of Uniform Traffic Control Devices (MNMUTCD); general knowledge of occupational hazards and necessary safety precautions related to equipment operation and traffic hazards; ability to use computer system for data entry and reporting; ability to follow oral and written instructions; ability to work outside under inclement weather conditions.

Minimum Qualifications

High school diploma or GED and extensive experience, or a combination of equivalent education and experience.

Special Qualifications

CPR and First Aid Certification or ability to obtain within six months.

License for spraying restricted chemicals with six months or as needed.

LP (Low Pressure) Boiler License with six months or as needed.

Continued education in State Regulations for signing and traffic control.

Valid commercial driver's license with Class A and Tanker endorsement, or the ability to obtain within six months of hire.

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for always periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Regular
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Frequent
Toxic or caustic chemicals	Frequent
Outdoor weather conditions	Regular
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Very Loud

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.