



Sign Technician/Engineering Technician Trainee

Job Description

Department: Highway Department **Rating:** B21
Supervisor Title: Highway Department Supervisor **FLSA Status:** Non-Exempt

Minimum Qualifications of Education and Experience:
 High School Diploma or G.E.D.; 2 years related experience; or an equivalent combination of education and experience.

Required License (s):
 Incumbents in this class typically require:

- Minnesota Class A Commercial Driver’s License

Nature of Work:
 This position fabricates, installs, and maintains highway signs; and inspects construction projects. Responsibilities may include coordinating painting and signage activities; and inspecting road and bridge projects.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Coordinates painting and signage activities, including: ordering related materials; maintaining a list of striping and pavement installation needs; installing, fabricating, and repairing road signs; and performing related tasks.	Daily 35%	B2
2.	Responds to inquiries and complaints from the public regarding traffic signs; educates the public regarding highway department procedures.	Daily 10%	B2
3.	Performs inspections of completed work of grading, sign replacement, and related projects to ensure compliance with guidelines and contract specifications.	Daily 30%	B2
4.	May assist in road and bridge inspections and snow removal.	Quarterly 10%	B2
5.	Prepares inspection, technical, sign replacement, and related reports; maintains database outlining sign replacement and/or maintenance needs.	Daily 15%	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

Level of Decisions:
 Incumbents in this class are generally responsible for the outcome and performance of clearly defined objectives, applies standard operating policies and procedures, and may have limited responsibility in how to approach and explain various programs to participants. Applies advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position.

Direction Received/Provided:
 Incumbents apply procedures and standards to specific situations, and work under given general direction as to how the objectives and goals are achieved. Incumbents may guide and train temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience; and instruct others in work methods and procedures.

Knowledge, Skills and Abilities Required:

- Safety principles;
- Recordkeeping principles;
- Customer service principles;
- Computers and related software applications
- Applying applicable Federal, State, and/or local laws, rules, and regulations;
- Fabricating and repairing traffic signs;
- Conducting inspections;
- Using applicable equipment and tools;
- Providing customer service;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Work performed is both inside and outside. There is some pressure associated with deadlines and dealing with individuals who may be emotionally charged. Wrist and finger manipulation due to filing, compiling, calculating, or computer work. Must be able to perform the following: bending, turning/twisting, kneeling, climbing, reaching out, grasping, fingering and lifting up to 50 pounds. Exposures may include, but are not limited to: construction zones, heavy equipment, live traffic, heat, cold, rain, dust and dirt. Equipment used but not limited to includes: personal computer, printers, telephone, cellular phone, calculator, typewriter, copy and fax machine, video equipment, personal safety equipment, electronic drafting equipment, material testing equipment, survey instruments and county vehicles. Additional physical/mental requirements may not be listed above, but are inherent in performing the position's essential functions.

Disclaimer:

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Access to Not Public Data:

A county employee in this position may encounter not public data as defined by Minnesota or federal law in the course of the job duties. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



MOWER COUNTY

"Supports the county's mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service."

Employee Signature _____ Print Name _____ Date _____

Classification History:	
Date:	Comments:

