

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Sign/Highway Technician Trainee

BAND:	GRADE: 8	SUBGRADE:
DEPARTMENT: Public Works	ACCOUNTABLE TO: Highway Department Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: The Sign/Highway Technician Trainee is a training position with the <u>requirement to pass required certifications within first year of employment.</u> This position is responsible for installing, maintaining and replacing all traffic and road signs on all County roads and bridges; coordinating rural addressing and striping programs for the County; and upon completion of certifications will perform testing and inspection tasks on County road and bridge projects.</p> <p>DISTINGUISHING CHARACTERISTICS: This classification represents a training level position under the classification series of Engineer Technician. Incumbents assigned to this classification may conduct duties similar to that of an Engineer Technician, but their work is subject to direct review by an Engineer Technician. Incumbents are expected to exercise some latitude in decision making where information is not of high complexity and does not involve considerable independent judgment.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Inspects, maintains, and replaces all traffic and roadway signs that have been damaged, need replacement or where additional signage is required. Communicates with township officials, contractors and the public concerning signage needs. Determines where to install new signs and is responsible for purchasing all supplies and materials needed in accordance with specifications. Replaces and installs signs in accordance with all state, federal or local laws and guidelines pertaining to signage.	Daily 35%
2.	Sets rural addresses in accordance with the County grid system and established procedures. Communicates with landowners as necessary.	Monthly 5%
3.	Assists with safety training and inspections within the Public Works Department, which includes assisting in the orientation process for seasonal and/or temporary employees and ordering safety equipment as directed.	Annually 5%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Maintains and repairs safety barricades used in the construction of all roads. Orders barricades, constructs signs, repairs broken signs/barricades, and monitors the placement and use of barricades.	Weekly 5%
5.	Operates equipment and performs duties and responsibilities similar to that of Equipment Operators primarily in clearing parking lots in of winter snow. May perform other light equipment operator duties as needed.	Monthly 5%
6.	Coordinates with contractors engaged in the painting or striping of Mower County roads. Maintains and paints all school, pedestrian and railroad crossings. Orders the paint, determines what needs painting/marking, and how to lay out markings.	Monthly 5%
7.	Maintains County database(s) related to traffic signs and other related items. Coordinates with "Gopher State One Call" underground utility location service, using software for utility location requests.	Weekly 5%
8.	Under the oversight of another certified technician may assist with inspections and testing of aggregate, bituminous and concrete materials and construction including inspecting job sites, ensuring material quality and workmanship meet standards.	Daily 35%
9.	Performs other duties of a similar nature or level.	As Required

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Knowledge

Knowledge of (preferred at entry, expected within 1 year of hire):

- Minnesota Manual On Uniform Traffic Control Devices (MNMUTCD)
- Laws, codes, rules and guidelines relating to the placement and signing of roadways, intersections and crossings
- Use of highway equipment in highway maintenance and construction projects
- OSHA guidelines, rules and safety regulations including hazardous materials and Right-To-Know laws
- County policies and procedures pertaining to the purchase of supplies and materials
- MnDOT Technical Certification in the following areas:
 - Aggregate Production (Prerequisite to any other Certification)
 - Bituminous Street I (Prerequisite to Bituminous Plant I)
 - Bituminous Plant I
 - Concrete Street I (Prerequisite to Concrete Plant I)
 - Concrete Plant I

Skills

Skill in (position requirements at entry):

- Proper use and operation of light highway equipment within the County
- Working independently and judgment in dealing with citizens of the county, township officials or in dealings with contractors/vendors
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Skill in (preferred at entry, expected within 3 months of hire):

- The application, installation and repair of traffic and safety signs and roadway markings
- Interpreting safety requirements and assisting with safety training and safety meetings

Training and Experience (position requirements at entry):

High school diploma or equivalent with emphasis in industrial arts, mechanics or constructions and two years of previous highway maintenance, construction and equipment operation experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must possess strong computer skills.

Licensing Requirements

C.D.L. Class B License

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Physical Requirements:

Positions in this class typically require: balancing, stooping, kneeling, reaching, driving, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, personal injury, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noise and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC ()

Date: 12/1998, revised 10/2011 by Mower County Revised 09/16