

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

**\_\_\_\_\_ COUNTY, TENNESSEE**  
**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:           SIGNAGE TECHNICIAN**

**FLSA STATUS:                   NON-EXEMPT**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized and manual work associated with production and installation of road signs. Duties and responsibilities include producing road signs, driving sign posts into ground, installing signage, operating equipment, and performing other tasks as assigned. Reports to Foreman.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Produces signage for county roads; creates and installs signs such as stop signs, speed limit signs, street identification signs, directional signs, or other signs.

Performs specialized and manual tasks associated with sign production and installation, which may include organizing and preparing materials utilized in sign production, designing and laying out signs, pressing/rolling sign materials, cutting and applying sign letters, fabricating metal signage, affixing signs to posts, installing/replacing signs at proper road locations, repairing or straightening damaged signs, cleaning and maintaining signs, digging hole/trenches, shoveling materials, lifting/moving heavy materials, or flagging traffic.

Ensures that sign production and sign placement activities are conducted in compliance with applicable road sign regulations, specifications, and guidelines, including guidelines governing signage size, signage color, placement height, visibility, placement on county right-of-ways, and other criteria.

Operates a variety of machinery, equipment, and tools associated with signage projects and work activities, which may include a utility truck, sign machine, sign production materials, air compressor, torch, air/hydraulic tools, pile driver, post hole digger, shovel, mechanic tools, hand tools, or two-way radio.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluids, greasing equipment, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment and materials used in projects.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of department materials, tools, equipment, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials.

Prepares or completes various forms, reports, correspondence, work orders, signage records, or other documents.

Receives various forms, reports, correspondence, work orders, diagrams, specifications, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 6 months previous experience and/or training involving sign fabrication, sign installation, and equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (75-100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Install and repair signs and post

**Surface:** Hard

**Estimated Total Hours:**  5  **Maximum Continuous Time:**  30 min

**2. SITTING**

**Tasks:**

**Estimated Total Hours:**  4  **Maximum Continuous Time:**  30 min

**3. LIFTING/CARRYING**

**Objects:**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs					
51-75 lbs	X				
76-100 lbs					
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:**

**Height of hands above floor during push:**

**5. CLIMBING**

**Tasks:** to install and repair signs

**Device:** truck

**Height:** 6'

**Frequency:** daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Removing post and driver and signs

**Frequency:** Daily

**7. REACHING**

**Tasks:**

**Hands Used:** RIGHT    LEFT    BOTHX

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily		11-25 lbs
21-36"				

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	<u>30</u> % of time
Outside	<u>70</u> % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Truck, air compressor, air tools, hand tools, sign materials

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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\_\_\_\_\_ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**County, Tennessee • Signage Technician**

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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date