



Lake County Sign Maintenance Worker

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt

NATURE OF WORK
<p>Under the direction of the Highway Maintenance Superintendent, this position orders, installs, inspects, and maintains highway signs. Responsibilities may include coordinating ordering and installing highway signs; setting up special event signs; and performing other semi-skilled manual labor under all types of weather conditions.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Performs installation and repair of highway signs and mailboxes.	Daily 25%	B2
2.	Maintains related inventory, including: ordering sign and mailbox material; and maintaining records to ensure accurate documentation of inventory.	Daily 25%	B2
3.	Operates plow trucks and loader for plowing snow; applying sand/salt; and performs visual road checks for winter maintenance needs.	Monthly 25%	B2
4.	Performs inspections of right-of-ways to determine sign maintenance needs.	Weekly 10%	B2
5.	Implements special event signage plans under the direction of Highway Engineer or designee.	Monthly 10%	A1
6.	Assists Highway Maintenance Workers with work zone signage and flagging setups.	Weekly 5%	A1
7.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
<p>The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.</p>

LEVEL OF DECISIONS
<p>Responsibilities in this classification are typically procedure based and not dependent on specific functional knowledge. Incumbents apply basic programmatic knowledge to answer questions and explain processes, but are typically not responsible for the application, interpretation, or review of function specific policies or procedures.</p>

DIRECTION RECEIVED
<p>Incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.</p>

DIRECTION PROVIDED
<p>Incumbents troubleshoot problems and issues commensurate with relevant experience.</p>



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TRAINING AND EXPERIENCE REQUIREMENTS

High School Diploma or G.E.D.; 1 year related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Valid Class B Commercial Driver’s License without airbrake or automatic transmission restrictions

KNOWLEDGE REQUIREMENTS

- Hazards and safety precautions relating to road work activities, motorized equipment, and maintenance activities;
- Applicable equipment and tools;
- Plow operating and winter road maintenance techniques;
- Recordkeeping principles; and
- Computers and related software applications and GPS equipment.

SKILL REQUIREMENTS

- Performing general labor and maintenance in assigned area of responsibility;
- Reading manuals, specifications, and drawings;
- Operating applicable tools and equipment;
- Preparing records and logs;
- Monitoring and replenishing inventory;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, superiors, vendors, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to hazardous physical conditions, extreme temperatures, inadequate lighting, intense noise, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, environmental hazards, and travel.

CLASSIFICATION HISTORY

DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)
October, 2018	Revised by GBS (MO)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.