



POSITION DESCRIPTION
SIGN SHOP TECHNICIAN



Grade: 9C
FLSA Status: Non-Exempt
Department: Public Works/Engineering

POSITION SUMMARY: The Sign Shop Technician designs, fabricates, assembles and installs public road signs. This position is supervised by the Sign Shop Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position requires a regular and consistent physical presence in and around City of Branson facilities. Duties and responsibilities includes the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
 - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
 - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
 - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal & ethical direction of supervisor(s).
3. Performs work in the fabrication, maintenance, repair and installation of city road signs.
4. Prepares, modifies and moves signs as specified by work order.
5. Performs pavement marking as required.
6. Makes minor adjustments to equipment.
7. Diagnoses minor problems with equipment and determines remedial action.
8. Determines topographic location of right of way, above and below ground utilities, sewers, and all other characteristics of the site relevant to the proposed project.
9. Operates versa vacuum, core drill, plotter, bucket truck, forklift, and Bobcat loader safely.
10. Designs, fabricates, and installs all signage for the City including setting up new streets for signage according to MUTCD Standards.
11. Reads maps and blue prints of new street layouts to determine signage needs and placement. Works with engineering to ensure signage is properly installed.
12. Trims brush, plows snow, and clears right of ways as necessary.
13. Performs traffic control activities, as needed, and observes roadway courtesies; follows safety regulations on all work zone and flagging sites, including placing barricades and cones; reports safety hazards and traffic problems; performs tasks in the interest of public safety and property protection during emergencies.
14. Maintains records of work performed and material used.
15. Ensures that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
16. May be required to perform other maintenance duties as necessary.

17. Other duties as assigned by supervision.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Knowledge of the MUTCD (Federal Standards of all public traffic manual).
- Knowledge of basic mathematics and making accurate arithmetic calculations.
- Knowledge of sign plotting equipment.
- Knowledge of basic principles and techniques of sign design, fabrication, and installation.
- Knowledge of the techniques for dealing with a variety of individuals from various backgrounds, in person and over the telephone.
- Knowledge of safety hazards and precautions
- Ability to communicate effectively, both orally and in writing.
- Ability to follow directions in the operation of a wide variety of construction tools and equipment.
- Ability to establish and maintain effective working relationships with those encountered in the course of the work.
- Ability to climb stairs and ladders, bend, twist, and reach as necessary to repair equipment
- Ability to read, interpret and effectively apply information in technical repair manuals.
- Skill in the use and care of commonly used hand and power equipment/tools:
- Skill in estimating necessary materials, tools and equipment to complete assignments.
- Skill in performing general maintenance work, individually or as a member of a crew, in various areas.
- Ability to be accountable for inventory/property management.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use various types of computer software (including Microsoft Office) and hardware.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, bend, twist, climb stairs, sit, use hands to finger, handle or feel; reach with hands and arms, squat, kneel, talk and hear. The employee must be able to push and pull more than sixty (60) pounds with assistance or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; tight claustrophobic spaces; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat and cold; risk of electrical shock; zero visibility conditions; roadway hazards. The noise level in the work environment ranges from low to high dependent upon work responsibilities.

MINIMUM REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- High school graduate or GED equivalent required.
- Must be at least 18 years of age.
- Must fulfill I9 identification requirements within first three days of employment.
- One year of experience or high school level training in the assigned area required.
- Must possess and maintain a valid motor vehicle operator's license.
- Must be highly engaged in the department's goals and be able to work cooperatively with the Sign Shop Supervisor in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must properly follow all provisions of the City of Branson and the Public Works/Engineering Department policies and procedures.
- Must be able to pass a background investigation and drug and alcohol screenings.
- National Career Readiness Certificate preferred but not required.