**WASHINGTON COUNTY ROADS DEPARTMENT**

**POSITION TITLE:** Sign Erector

**DEPARTMENT:** Maintenance

**REPORTS TO:** County Roads Superintendent

**POSITION SUMMARY:**

Erects, assembles, and maintains roadside signs at designated locations, using hand tools and power tools. Supports other departmental personnel during peak business periods by operating dump truck and other heavy equipment.

**PRIMARY RESPONSIBILITIES:**

1. Inspects all county roadside signs on a regularly scheduled basis, ensuring that signs are in

proper working condition and meet county sign regulations.

2. Erects new signs using hand tools and power tools (ie., post hole digger, tamper, air hammer)

through labor-intensive tasks including digging holes, tamping dirt and cement, and setting

wood and metal posts into ground.

3. Replaces or repairs damaged signs using hand tools and power tools through labor-intensive

tasks.

4. Computer knowledge of GIS mapping helpful.

5. Ensures clear visibility of signs for motorists by cutting, trimming or removing any obstructions

(ie., tree branches, weeds, debris) that prohibit proper viewing.

6. Accurately orders and records all county road signs and supplies.

7. Maintains a daily, weekly and monthly inventory of all county road signs and their current

maintenance status, according to county regulations.

8. Maintains telephone or radio contact with supervisor to receive work instructions or to provide

supervisor with roadside sign information.

9. Supports other departmental personnel during peak business periods by operating dump truck

and other heavy equipment.

10. Performs other labor-intensive tasks (ie., trim trees, shop maintenance) on specified projects

when needed.

11. Placed on on-call emergency status during winter snow and ice storms or when conditions

necessitate.

12. Generates and displays proper decision-making techniques while working independently.

Aware of traffic and terrain features at all times.

13. Performs all other duties as assigned.

**WORK RELATIONSHIPS:**

Collaborates with all Washington County Road Department personnel in supporting the daily functions of the department. Communicates regularly with sign companies for delivery purposes, along with local lumber yards, gravel companies, and other outside agencies.

**WORKING CONDITIONS:**

Environmental Conditions: Work performed outdoors, subject to extreme temperatures, dusty/dirty conditions, and occasional loud noises. Minimal interaction with people for continuous periods of time.

Physical Requirements: Operation of hand and power tools/equipment for sign erection and other labor-intensive tasks; operation of pick-up truck, dump-truck and other heavy equipment.

**MINIMUM QUALIFICATIONS:**

* High School education or equivalent.
* 1 year applicable experience preferred.
* Drug and alcohol free when working or when placed on on-call status.
* Current Commercial Drivers License (CDL).

Employee Signature Date