

**BUFFALO COUNTY
JOB DESCRIPTION**

POSITION TITLE: Sign Installer

DEPARTMENT: Highway Department

REPORTS TO: Highway or Assistant Superintendent and Foremen

PURPOSE OF POSITION:

Install, maintain, track and order signs

Essential Functions:

- Install and check signs throughout the county
- Maintain Inventory of signs and posts
- Complete paperwork on signs
- Decide on best location for a sign and get the locate for Diggers Hotline set up
- Complete paperwork for sign and post installation
- Perform the duties of Maintenance Worker III when necessary
- Use a digital camera or retroreflectometer to take pictures of signs with GPS info and the reflectometry of a sign

Essential Knowledge, Experience and Abilities:

- Standard practices and processes of sign installation, traffic regulations and practices followed in sign placement, including national codes
- Knowledge of how to obtain information and/or directions from the MUTCD Manual
- Skill in the fabrication and repair of traffic signs and safe use of the tools of the trade
- Ability to follow oral and written instructions
- Thorough knowledge of maintenance, repair and construction work
- Ability to take oral and written instructions from Highway Superintendent, Assistant or Foremen
- Ability to interact and get along well with others
- Thorough knowledge of equipment maintenance and perform maintenance requirements
- Thorough knowledge of methods, materials and equipment used in construction and maintenance of roads, streets, bridge and drainage facilities
- Thorough knowledge of Federal and State Laws pertaining to road and bridge items
- Ability to establish and maintain effective working relationships with other employees, agencies and the public
- Thorough knowledge and Experience with modern office practices
- Thorough knowledge of County policies, rules, and regulations
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages
- Ability to maintain confidentiality of all departmental documents and transactions
- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies

- Ability to communicate effectively, both orally and in writing
- Ability to understand and follow both oral and written instructions
- Ability to perform accurate mathematical calculations such as addition, subtractions, multiplication, and division using a calculator, ten-key adding machine or manual calculation
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, and the general public.
- Ability to handle and respond to complaints and grievances
- Ability to perform assignments with accuracy and attention to detail
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner
- Ability to communicate with employees regarding tasks that need completed
- Ability to communicate with other departments when working on projects together
- Ability to problem solve and reason
- Ability to read and interpret blueprints
- Ability to work effectively in stressful situations
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation
- Ability to use telephone and two-way radio systems

Essential Education, Certifications and/or Licenses:

- High school diploma or equivalent. Any combination of equivalent education and/or work experience may be considered if substantially related to the detailed job requirements of this position.
- At least 2 years' experience as a laborer with experience in driving dump truck or similar trucks and light equipment in maintenance or construction or similar work
- Appropriate trade school training as desirable
- Must possess a valid State of Nebraska Driver's License
- Commercial Driver's License with Class A Endorsement

Essential Physical Demands and Typical Working Conditions:

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis
- Must be able to stand or walk for an entire day.
- Must be able to lift up to 80 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

Essential Attendance and Availability Requirements

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work on weekends when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather