Job Description

Job Title:	Traffic Markings and Sign Technician	Classification:	Classified
Department:	Public Works	Grade:	150
Occupational Group:	Traffic Sign and Signal	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs skilled and semi-skilled work in the design, construction, installation, maintenance, and repair of traffic signs and markings.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Paints and installs linear and transverse markings on city streets and city-owned parking facilities. Operates and maintains paint striping equipment used to paint lines on city streets and parking areas. Completes temporary markings after road construction and parking lot resurfacing.
2. Sketches/lays out sign design in accordance with specifications and/or project needs.
3. Reviews requests for new/modified signs to determine the best size, materials, and design to meet the user's needs.
4. Fabricates signs using the appropriate lettering style, decals, and base materials.
5. Inspects traffic signs and performs repair and installation, as needed.
6. Repairs and maintains striping equipment; performs preventative maintenance and field repairs.
7. Installs signs using a variety of hand, power, and/or motorized equipment; operates equipment for road and parking lot painting, forklift, pneumatic press, message boards, traffic counting and other equipment, as needed.
8. Completes data entry for project tracking and completion; monitors and maintains inventory for efficient operation.
9. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Sets up and inspects message boards for special events and road closures.
- Conducts traffic counts and compiles reports, as needed.
- Fabricates various signs and decals for non-traffic use within the City.
- Assigns the work and handles issues that may arise with the Laborer assisting with field work.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and techniques of sign fabrication including design, layout, and materials; tools and equipment used in sign fabrication and installation; operating requirements of the paint striping equipment used; safety practices when working on active roadways; basic computer systems applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees and the public; sign fabrication including design, lay out, and lettering; using sign fabrication/installation tools and equipment; operating and maintaining paint striping and related equipment; following oral and written instructions; office equipment including personal computer for data entry, reports, and email communication; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: One year full-time experience in traffic markings and sign installation and repair. Previous experience working in live traffic conditions is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Fork Truck operator's certification must be attained within 24 months of appointment; IMSA Work Zone Safety, Signs and Markings Technician Level I within 24 months of appointment; Pavement markings Technician Level II and Signs Technician Level II can be attained after 24 months of appointment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Subject to call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	