



# *Lehi City*

## **Job Description**

<b>Title:</b>	Sign Management Technician	<b>Code:</b>	1945
<b>Department:</b>	Public Works	<b>Last Revised</b>	07/08
<b>Division:</b>	Street	<b>Effective Date:</b>	

### GENERAL PURPOSE

Performs a variety of **skilled and semi-skilled duties** related to planning, managing, and updating the city's sign and striping program to develop a complete sign inventory and coordinating with the GPS system.

### SUPERVISION RECEIVED

Works under the general supervision of the Streets Superintendent or Maintenance Supervisor.

### SUPERVISION EXERCISED

Provide close to general supervision to 1 to 3 man crew depending on the current project. Provide general supervision to Operator III, II and I while in training or on a project basis or in absence of the Street Superintendent or Maintenance Supervisor

### ESSENTIAL FUNCTIONS

Oversees and participates in the installation of new and replacement street signs and painting of cross walks, school zones and other painted traffic control or warnings devices on roadways. Oversees line striping crew and make sure striping is done to conform to the MUTCD Manual. Measures and lays out all new roads to be stripped. Performs warrant studies for Stop sign and other traffic control devices. Performs a complete sign inventory of all signs within the city and replaces signs that are not up to standard. Develops bid specs for signs and hardware and paint. Investigate and provide evidence on legal issues pertaining to Traffic control devices.

Purchases signing materials and hardware.

Assists the GPS technician with entering data in the to GIS system.

Fills in as needed on street maintenance crew performing crack sealing, small overlays, and snow and ice removal. Operates specialized heavy equipment such as single and tandem axle dump truck, loaders, dozers, backhoe, snow plow and other similar equipment.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school

AND

B. Four (4) years of progressively responsible experience in field related to above duties.

2. Knowledge, Skills and Abilities:

Basic computer skills and filing skills. Know the rules and regulation of the MUTCD Manual put out by the Federal Highway Administration. Be able to communicate effectively both verbally and in writing with the public and co-workers

3. Special Qualifications:

A Commercial Drivers License (CDL) is desirable

4. Work Environment:

Tasks require a variety of physical activities generally involving muscular strain in activities related to walking, standing, stooping, sitting, reaching, lifting, etc. Tasks will also require working around heavy equipment. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of the job functions.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)