



Maintenance Worker-Signs and Markings Specialist

Department/Division:	Public Works/ Streets
Reports To:	Maintenance Services Supervisor or Crew Leader
Provides Direction To:	Not applicable
Exemption Status:	Non-Exempt
Date Prepared:	June 19, 2007

GENERAL PURPOSE

Under general supervision, performs installation, construction, maintenance, and repair tasks involving street signs and markings within the City; trouble-shoots problems, recommends new and replacement signs, and prepares reports; follows established work and safety procedures and uses various types of hand and power tools; and performs related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Considers signage and markings needs and makes recommendations regarding design modifications that would improve public safety and convenience.
2. Analyzes sign damage or wear, acquires materials, and completes repairs.
3. Installs new street signs and graphical markings and logos on City vehicles.
4. Orders parts and maintains inventory; coordinates purchases with Maintenance Services Supervisor and Crew Leader.
5. Prepares logs and status reports.
6. Identifies material, tools and equipment needs for each assigned project.
7. Maintains log of sign installations.
8. Performs other maintenance duties as needed, such as maintaining and repairing streets, curbs, and gutters.
9. Completes training required for continued street signs and markings certification.

ESSENTIAL FUNCTIONS (continued)

10. Responds to public inquiries and complaints; provides information regarding rules and regulations involving streets maintenance and other facilities; identifies and reports maintenance needs and safety hazards to appropriate staff.

QUALIFICATIONS GUIDELINES

Knowledge of:

Street sign design specifications and markings requirements; equipment installation, maintenance, trouble-shooting, and repair practices; basic methods, techniques and tools used in the construction and maintenance of streets, sewers, and sanitation facilities; construction and general maintenance tools and equipment; occupational health and safety hazards; safe driving principles and practices; traffic safety practices; proper set-ups and use of tools, equipment, and materials.

Ability to:

Participate in the analysis of signage needs and design modifications and upgrades for public safety; install, trouble-shoot, and repair street signs and markings; prepare logs and status reports; order parts and supplies; understand and follow health and safety codes and regulations; diagnose, understand and follow oral and written directions; communicate effectively with co-workers, supervisors, management, and the general public.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Certification as Signs and Marking Specialist by an appropriate training organization or association.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of experience in the maintenance, construction, and repair of street signs and markings.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position primarily works in field settings. The employee must have the ability to sit, stand, walk, talk, and hear. The employee is expected to bend, stoop, squat, kneel, climb, and crawl, depending upon work tasks, and to lift up to 50 pounds given materials moved and tools used. The employee is expected to install, operate and repair irrigation control equipment, and use shovels, hoes, brooms, and other tools given other job assignments. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City staff, management, contractors, vendors, and public, occasionally in conflict situations.

ENVIRONMENTAL ELEMENTS

The employee constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness, and applied chemicals. The employee is subject to loud construction noise in particular areas such as power tools, compressors, and large-scale motorized equipment. The employee must have the ability to travel to different maintenance sites and locations and may be available for on-call, stand-by, and emergency call service.