

## TRAFFIC SIGN MAINTAINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing semi-skilled maintenance and repair of traffic control devices. The incumbent fabricates, maintains, repairs and installs traffic control signs on the county road system. The work is performed under general supervision of a Senior Traffic Sign Maintainer with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. A Traffic Sign Maintainer does related work as required.

### TYPICAL WORK ACTIVITIES:

- Selects signs for placement in conformance with state and federal laws and regulations;
- Utilize specialty software to develop and print signs;
- Fabricates special traffic control signs using specialized sign making equipment and store electronically for reuse;
- Assign new numbers to new signs;
- Installs traffic signs following manual specifications, blueprints and designs;
- Sets up and removes temporary work zone traffic control devices;
- Sets up road and bridge closures including detours;
- Directs traffic around roadside worksites using flags or paddles;
- Patrols county roads and locates traffic control signs in need of repair or replacement;
- Maintains a manual or electronic a record of the location and type of each traffic sign installed;
- Performs routine maintenance of traffic signals;
- Assists in maintaining an inventory of signs and installation materials;
- Sets up traffic counters and records vehicle counts;
- Downloads data collected from traffic counters;
- Maintains counters and replaces worn out batteries and hoses;
- May investigate requests for special traffic signs from members of the public;
- Drives truck carrying personnel and equipment;
- Cleans and performs routine maintenance on truck;
- Acquire and Record GPS Coordinates;
- Maintains inventory stock;
- Assists with compiling data and information for curve studies;
- Performs field layout of curve data for sign installation;
- May perform a curve study under the direction of the Sr. Sign Maintainer;
- May act as a laborer to perform highway maintenance tasks as directed;
- May operate a snowplow, clearing and sanding roads.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of Federal Manual of Uniform Traffic Control Devices, New York State Supplement and New York State Handbook for Local Roads pertaining to the construction and installation of traffic control signs; working knowledge of work zone traffic control standards and guidelines; ability to install traffic signs in accordance with applicable specifications; ability to make rudimentary drawings of sign installation sites; ability to operate a personal computer; ability to follow oral and written instructions; ability to maintain cooperative relations with the public; possession of a good driving record; ability to maintain alertness and composure during snow removal activities; manual dexterity; mechanical aptitude; attention to detail; willingness to work outdoors year round.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year experience in the field of traffic control or the fabrication, installation or repair of highway or commercial signs and either:

A) Successful completion of a course involving the use of personal computers;

OR

B) Three months experience in a position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy;

OR

C) Knowledge of personal computer equipment, operations and functions.

*SPECIAL REQUIREMENT:* Must possess at time of appointment and maintain a *Class B* Commercial Driver's License (CDL) issued by New York State with endorsements appropriate for the type of vehicle operated.

## CATTARAUGUS COUNTY CIVIL SERVICE

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