



Salt Lake County Job Description

Assistant Traffic Sign Supervisor

DEPARTMENT: Public Works

DIVISION: Traffic Signs/4400

JOB CODE: 741 **GRADE:** 011

FLSA STATUS: Non-Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 05/01/1998

SAFETY SENSITIVE: Yes

JOB SUMMARY

Produces and installs highway signs, street markers, and traffic control signs. Coordinates the street marker program. Maintains highway striping and other pavement marking to county and federal highway standards.

MINIMUM QUALIFICATIONS

Three (3) years of related experience, of which one (1) must have been supervisory or administrative; OR an equivalent combination of related education and experience.

Must possess a current Utah Department of Transportation (UDOT) Medical Card at the time of hire.

A valid Driver's License issued by the State of Utah is required to operate a vehicle.

Flagging and defensive driving certificates required within three (3) months of hire.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Produces street markers and other traffic control signs to standards established in Manual on Uniform Traffic Control Devices (MUTCD) using silk screening process, scotchlite and decals on metal and wood plates using baking or adhesive, and other sign-making techniques as directed by supervisor.
- Produces silk screens, mylars and nonstandard signs using light table and computer sign-producing software.
- Installs and repairs signs using standards established by County and MUTCD to maximize public safety and minimize inconvenience and delay.
- Uses computer databases to implement maintenance schedules and sign replacement plans, and to track complaint tickets, device orders, sign requests, subdivision plat requests and device orders.
- Develops street marker computer inventory. Schedules maintenance and replacement of street markers.
- Receives and investigates complaints from public and other Public Works Department employees regarding sign installation and repairs. Implements solutions based on accepted standards, County policies and direction of Traffic Engineer and supervisor.
- Cleans, maintains and stores all equipment and tools properly to ensure long life, safe operations, security and dependability.

- Leads and trains sign shop workers, fulltime, seasonal and volunteer, in the proper and safe use of equipment and tools. Oversees storage and maintenance of sign shop tools and equipment.
- Receives subdivision plats from city, county, and private agencies and supervise production and installation of all associated street markers. Resolves complaints and problems with conflicting names and/or coordinates.
- Enters field survey data and generates reports for sign conditions. Schedules repairs and replacement work orders.
- Investigates complaints and develops sign maintenance programs using sign inventory databases.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Produces and installs street markers and other highway signs to standards established in the MUTCD as directed by supervisor.
- Produces special signs using squeeze roll applicator and drum plotter/cutter; sets up silk screening.
- Assists in sign inventory data collection and entry.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- MUTCD sign production and installation standards
- Methods and techniques of effective supervision
- Inventory control and reorder techniques
- Policies and procedures of Salt Lake County, MUTCD, OSHA, etc.
- Salt Lake County road locations and jurisdiction

Skills and Abilities to:

- Run all facets of the Traffic Sign division
- Perform heavy-duty machine operation and mechanical and hydraulic repairs
- Operate light table, drum plotter/cutter, photo sensitive films, light reflective vinyls
- Train others in use of tools, equipment, and techniques
- Follow written and verbal procedures and instructions
- Supervise and motivate personnel
- Prepare complete and accurate daily reports
- Operate motor vehicles
- Implement safety procedures

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Position requires extensive physical labor—lifting, pushing, pulling, and carrying objects over 50 pounds and up to 100 pounds with some assistance; kneeling, bending, sitting and standing. Position requires climbing extremely high poles to make repairs.

Involves exposure to extreme weather conditions, dirt, dust, heat, cold, chemicals, smoke, and/or loud noises.

This position requires working in close proximity to traffic, the general public and outside environment, requiring observing strict safety standards.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position requires flexibility to be on-call 24 hours a day.

Revised: 01/16/2017/MB