

MAJOR FUNCTION

This is skilled work performing and supervising other staff in the fabrication, installation and maintenance of traffic signs and pavement markings. Responsible for assigning, coordinating, and completing the daily work schedule and work order processing for their respective tasks. Capable of exercising delegated authority over personnel and equipment. Work assignments are received in the form of oral or written work orders and sometimes accompanied by sketches showing sign or marking placement. Work is also self-generated by inspecting their assigned zone and repairing, as needed. Work is reviewed, by supervisor, through inspection of work during process and upon results obtained. Responsible for complying with Manual on Uniform Traffic Control Devices and Florida Department of Transportation (FDOT) specifications and standards.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides supervision and takes the lead in daily work duties that may include sign fabrication by use of computer software and plotter. Clean, repair, remove/install traffic control signs. Conduct sign inspection of their designated areas and generate electronic work order. Perform sign inventory surveys (citywide) for data base by utilizing electronic reflectometry equipment and gps. Installs sign posts, meter posts and delineators. Insures that all safety devices and equipment are properly used, for the safety of workers and motorists. Assists in traffic control around job site by means of signing and flagging. Estimate resources required to complete assigned tasks and requests materials and specialized equipment, as needed. In response to work orders or customer requests, communicates directly and advises of timeframe for completion. Trains and coaches employees in procedures, as needed. Performs minor equipment repair. Insures work vehicle is in proper running order. Completes necessary paperwork such as productivity, payroll, leave, and material usage. Recommends the hire, advancement, discipline, dismissal and grievance adjustment of staff. Conducts performance evaluations. Responds to special events needs and acts as "On Call" emergency responder. Performs related duties, as required.

Other Important Duties

Performs minor maintenance on equipment and tools. Coordinates the scheduling of training and attendance of meetings of City staff. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of methods, practices, tools and materials used in maintenance and repair in pavement marking or sign fabrication/installation. Considerable knowledge in the use of tools and equipment necessary to perform assigned duties, the occupational hazards and necessary safety precautions, applicable to the work. Ability to plan, organize, train and direct workers in a manner conducive to successful work performance. Ability to effectively communicate orally and in writing. Ability to understand, transmit and carry out oral and written instructions. Ability to keep records and generate reports. Ability to work from sketches, blueprints and drawings. Ability to work during inclement and adverse weather conditions. Skill in the use of electronic information management systems and electronic inspection equipment. Ability to complete electronic work orders and maintain inventory of related signage material.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of experience in traffic maintenance, or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

For designated positions applicants must possess a FDOT Intermediate Maintenance of Traffic Certification or receive certification within 6 months of appointment and maintain certification as a condition of continued employment.

Established: 03-12-11