



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2621	<b>Title:</b>	Traffic Sign Specialist
<b>Pay Group:</b>	15	<b>Department:</b>	Road & Bridge
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	General Superintendent
<b>Approved Date:</b>		<b>EEOC Category:</b>	Skilled Craft Workers

### General Summary:

Assesses the status, including the need for, and condition of county traffic signs; installs and repairs traffic signs; and maintains traffic sign inventory.

### Essential Duties:

Inspects roadways for damaged and stolen signs and delineators, and replaces or repairs them; Performs night inspections of signs and delineators; Operates various types of equipment for county traffic sign maintenance and construction, including haul truck, gas operated post driver, cutting torch, and power drill; Performs welding and cutting to repair sign supports; Installs signs and delineators in new locations for public safety; Installs mailbox supports on county roads for the public; Installs construction signs in sign installation work area; Performs preventive maintenance of sign truck; Calculates speed advisories and delineator locations on roadway curves; Maintains annual sign bid list; Projects annual sign budget; Orders and receives signs and sign materials; Enters annual sign inventory into mainframe computer; Documents various daily reports; Enters and maintains sign data in GIS database; Enters daily employee and equipment time reports and inventory into mainframe accounting computer; Acts as a lead worker; Trains others; May serve as a backup for supervisor in issuance of flood plain permits; Generates monthly reports on the computer; Assists roadway maintenance crew; May trim trees and brush to improve visibility of signs; May conduct average, daily traffic counts; and May assist in conducting traffic surveys to determine traffic speed limits per state guidelines.

Other Duties as assigned.

### Supervision

<b>Received:</b>	From General Superintendent
<b>Given:</b>	This is a non-supervisory position. However, may assign and review work of the Sign Installation Helper.

### Education

<b>Required:</b>	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

### Experience

<b>Required:</b>	At least three years of experience.
<b>Preferred:</b>	

### Certificates, Licenses, Registrations

<b>Required:</b>	Class C Driver's License (valid).
<b>Preferred:</b>	Class A or B Commercial Driver's License with Tanker endorsement.

### Physical Demands

<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 70 pounds, such as tools and equipment. The employee must be able to operate powerful equipment that also causes vibrations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. 50% of the time doing physical labor and 50% of the time doing office/paper and computer work.
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<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Methods, practices, equipment, and materials used in the maintenance of roadways; The Texas Manual on Uniform Traffic Control Devices; safe operation of light equipment machinery; the provisions of the Texas Motor Vehicle Code relating to the operation of light motorized equipment; standard purchasing procedures and policies; basic principles and practices of supervisory management; personnel policies and procedures; and personal computers. Organize and prioritize work projects; read traffic control manuals; keep accurate records; prepare concise and accurate reports; operate computer, using standard word-processing and spreadsheet software; understand and follow instructions; communicate effectively both orally and in writing; work effectively and cooperatively with co-workers; and maintain Texas driver's license applicable to job responsibilities. Leads and instructs the work of others.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team. The employee is occasionally required to perform tedious, exacting work, to work under time pressures to meet deadlines, and to work an irregular schedule and/or overtime.