

# **Job Description: SIGN FOREMAN (ROAD AND BRIDGE)**

**CLASS NO.** 2115

**EEOC CATEGORY:** Service-Maintenance

**PAY GROUP:** 15

**FLSA:** Nonexempt

## **SUMMARY OF POSITION**

Oversees and directly assists in sign making tasks for the road and bridge department. Duties include producing road signs, installing and/or removing road signs in designated locations, and maintaining accurate inventory of sign shop supplies.

## **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Road and Bridge Superintendent
2. Directs: Sign Worker
3. Other: Has frequent contact with County Commissioners.

## **EXAMPLES OF WORK**

### Essential Duties\*

Assigns work to and oversees sign shop employees in the production and repair of signs;

Makes signs for roads, the county golf course, and mosquito control department, including cutting masking film and using tufback and silkscreening techniques to ensure highly visible finished products;

Installs accurately positioned and readily visible road signs in designated locations as directed, including digging post holes;

Removes damaged or obsolete road signs from roadsides, bridges, medians, etc., as required;

Maintains daily log of sign shop activities and accurate inventory of sign shop supplies; and

Safely operates sign shop truck to transport signs to and from work sites.

### Other Important Duties\*

Assists in the setup and cleanup of the county youth project show including positioning tables, booths, stock pens, etc.; and

Performs such other related duties as may be assigned.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 2115 (Continued)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* sign production and repair methods and techniques.

*Skill/Ability to:* demonstrate proficiency in both oral and written communication; supervise and motivate employees; effectively use reflective tapes, paintbrushes, spray guns, various hand tools, etc., to prepare highly visible road signs, tolerate outside working conditions, including exposure to adverse weather conditions; safely operate sign shop vehicles; establish and maintain effective working relationships with co-workers and other county employees or officials; and maintain Texas driver's license applicable to job responsibilities and good driving record.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus training in sign maintenance and two years of related work experience including supervisory experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license.