



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **HIGHWAY SIGN MAINTENANCE SUPERVISOR**
Jurisdictional Class: Competitive
Civil Division: County Highway Department
Adoption: CSM 8/22/18
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising and participating in the installation and maintenance of traffic control signs or traffic safety devices on the County road system. Duties are performed under general supervision of the County Highway Superintendent following the guidelines set forth in the New York State Manual of Uniform Traffic Control Devices. Direct supervision is exercised over the work of subordinates assisting in the placement of road signs. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Determines where traffic control signs should be located on County roads and bridges and selects signs in conformance with the Manual of Uniform Traffic Control devices;
Supervises and participates in the installation of traffic signs and pavement markings following manual specifications;
Acts on requests for special traffic signs from members of the public;
Patrols County roads and locates traffic control signs in need of repair or replacement;
Maintains a records of the location and type of each traffic sign installation;
Purchases and maintains an inventory of signs and installation materials;
Oversees the fabrication of special signs;
Sets up traffic counters and compiles count of vehicles for periodic reports;
Resets counters and replaces worn out batteries and hoses;
Advises Highway Superintendents of the correct methods of selecting and placing road signs;
Operates pick-up truck transporting personnel and equipment;
Oversees routine maintenance of sign truck;
May appear as a witness during litigation explaining the rational for a particular sign installation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Manual of Uniform Traffic Control Devices;
Good knowledge of the technical aspects of the Manual of Uniform Traffic Control Manual;
Skill in applying markings to signs and pavement;
Ability to build and assemble signs using a computer, plotter and letters;
Ability to install traffic signs in accordance with specification contained in the Manual of Uniform Traffic Control Devices;
Ability to make rudimentary drawings of sign installation sites;
Ability to plan and supervise the work of others;
Ability to understand and follow oral and written instructions;
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering Technology, or closely related field; AND two (2) years of experience participating in the selection, creation and installation of traffic control devices; AND one (1) year of supervisory experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of experience participating in the selection, creation and installation of traffic control devices AND two (2) years of supervisory experience; OR
- C. Any equivalent combination of both (A) and (B) above.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State driver's license appropriate to the vehicles operated.