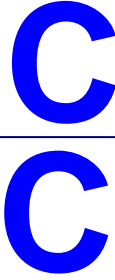




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\Jobsp Sign
Maintenance Person II

TITLE:	SIGN MAINTENANCE PERSON II
JURISDICTIONAL CLASS:	NON-COMPETITIVE
CIVIL DIVISION:	COUNTY HIGHWAY
ADOPTION: CSM	03/21/2001
REVISED: CSM	09/12/07

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Highway Department and involves responsibility for the fabrication or painting of various types of traffic control and related signs as well as the performance of miscellaneous tasks relating to sign construction, installation and maintenance in accordance with state regulations. Work is performed under the general supervision of the General Highway Foreperson with leeway permitted for the exercise of independent judgment in carrying out assignments. Supervision may be exercised over the work of a small number of seasonal help or other Highway staff. The incumbent does related work as required or assigned by his superior.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in the lay-out, fabrication and installation of traffic, construction, road name and other signs;
- Makes routine visual inspections of regulatory, warning, construction and information signs by driving on county roads and noting condition and checking for damage and vandalism;
- Oversees the removal of vegetation and other obstructions that may impair sight distances to signs;
- Surveys and code marks roads to provide traffic control through the use of painted center lines, passing lanes, stop lines, etc.;
- Oversees the work of the paint contractor to make sure the lines are installed properly and in compliance with county and NYS regulations;
- Oversees and inspects independent contractor's work to make sure work is within specifications for project;
- Participates in the application of reflective lettering to sign blanks;
- Sets the location and position of and codes new signs in accordance with state regulations;
- Maintains inventory of signage materials and maintains an adequate inventory within the department's allocated budget;
- Maintains computerized records for all signs to include maintenance changes made to highway signs including the use of GPS equipment to locate signs and the use of digital photographs to document signs that are recorded in the computer program to give the accurate location of all signs;
- Uses engineer transit and/or level or ball bank indicator to make measurements for traffic survey, sign placement and to assist in surveys to determine banking curves, right of ways, etc.;
- Performs engineering surveys for sign placement, barricades, lights and cones at construction zones and road and bridge closings;
- Operates a sign application machine in the preparation of new signs or in the repair of damaged signs;
- Repairs damaged or vandalized signs and brackets;
- Uses a computer to create signs;
- Performs other related tasks as assigned by the Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Good knowledge of the common practices, tools, terminology and accident precautions of sign fabrication and installation;
- Good knowledge of the sections of the state uniform manual on traffic safety pertaining to highway signs and road markings;
- Good knowledge of windows-based computer programs, not limited to Excel and Word;
- Ability to plan, organize and participate in the completion of a project;
- Ability to use basic land surveying instruments;
- Ability to use an alphanumeric keyboard to enter and retrieve information from a computer program;
- Ability to add, subtract and divide;
- Ability to be able to read and understand required technical manuals;
- Ability to use a windows-based computer;
- Ability to follow oral and written instructions;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency or higher **AND**

- (A) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Engineering Technology, Surveying Technology or related degree and six months of experience in traffic sign fabrication, maintenance and installation that will have included using a computer-based system; OR
- (B) Two and a half years of experience in traffic sign fabrication, maintenance and installation that will have included using a computer-based system; OR
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Possession of a Class B Commercial Driver's License (CDL).