JACKSON COUNTY JOB DESCRIPTION
SIGN MAINTENANCE PERSON (not certified)

DEPARTMENT: ROAD AND BRIDGE

GENERAL DESCRIPTION:
Under general supervision, performs maintenance work in the placement and repair of road signs in the County. Work involves erecting and/or replacing road signs throughout the County according to state Uniform Vehicle Code. Employee is also responsible for trimming bushes and tree limbs that obstruct view of signage, maintaining a record of work performed, and performing routine maintenance on vehicle. Reports to a District Supervisor.

ESSENTIAL JOB FUNCTIONS

1. Travels throughout the County in a van and erects new road signs; identifies appropriate location for each sign based on visibility and local, state, and federal laws; removes brush, as needed; digs holes and installs signs.
2. Identifies signs throughout the County that are old, damaged, or no longer standing; orders new signs, as needed; fixes or replaces signs.
3. Trims brush and tree from around signs to make them more visible.
4. Maintains daily records of work performed.
5. Assists with minor preventative maintenance on van used; checks the oil and water periodically.
6. Performs other related work as required.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:
Graduation from high school and some experience in maintenance or mechanical work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of a Class B driver's license issued by the State of Florida.

Knowledge, Abilities, Skills:
Knowledge of the Uniform Vehicle Code as it applies to the installation of road signs. Knowledge of the proper methods of installing and securing road signs. Knowledge of the geography of the County, including the names and locations of various
roads, streets, etc.
Knowledge of the location of road signs in the County.
Ability to perform minor maintenance on a motor vehicle.
Ability to follow oral and written instructions.
Ability to maintain simple logs.
Ability to establish and maintain effective working relationships as necessitated by work assignments.

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including lawn mowers, hole diggers, hedges, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force constantly to move objects. Physical demand requirements are consistent with those for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, etc. Requires the ability to prepare simple logs.

**Intelligence:** Requires the ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions; to deal with problems involving a few concrete variables in or form standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as small hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted
with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature sounds by ear.)

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*