



COLUMBIA COUNTY, OREGON
JOB TITLE: SIGNS AND MARKINGS TECHNICIAN
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	442
SUPERVISOR:	Director, Public Works	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Perform as the road signage and markings subject matter expert for the department. Construct, paint, install, and maintain all traffic control and directional signs and markings in the county's road system in conformance with the federal manual on Uniform Traffic Control Devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Install new and maintain existing signs and markings. Construct, clean, and repair signs and post. Periodically inspect all signs and traffic control devices during both daylight hours and after dark. Inspect contract work and project sites.

Manage and deploy portable changeable message signs (PCMS).

Manage and deploy dynamic radar speed signs and devices in consultation with the Public Works Director. Gather speed and traffic volume data to provide to engineering staff.

Assist in developing traffic control plans for temporary and permanent installations.

Operate sign machine for applying reflective sheet to sign blanks. Operate small power tools in a safe manner.

Prepare sign lay-out. Paint and assist in lay-out of crosswalks, stop lines, and street legends.

Estimate material needs, order necessary supplies, and manage inventory of stock.

Maintain inventory and record of sign installations and locations in electronic database.

Maintain tools and equipment in proper working condition.

Investigate requests for additional signs and make recommendations to the Public Works Director or Assistant Public Works Director.

Respond to emergency requests for sign repair.

Act as lead on road striping operations.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise a crew of employees conducting road striping operations.



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SUPERVISION RECEIVED: Work is performed under the general direction of the Public Works Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Five years' of increasingly responsible experience in the construction or maintenance of traffic control signs and pavement marking. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid Class A commercial driver's license (CDL) with tanker and hazardous materials endorsements and be insurable under the county's liability policy. Must possess or be able to obtain within 12 months of hire, certificates of completion of training on the Manual of Uniform Traffic Control Devices (MUTCD), traffic control, and pavement marking training as available and determined by the supervisor.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of rules and regulations of traffic control signs and materials. Knowledge of the methods and materials used, and the use and operation of equipment used in the construction and maintenance of traffic control devices and signs.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Read, understand, and enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Operate equipment effectively, efficiently, and safely under all conditions, including adverse weather conditions.



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SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening. Must be able to maintain a Medical Examiners Certificate as required under Department of Transportation regulations for CDL Drivers.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly required to use hands to finger, handle, or feel. Frequently required to stand and reach with hands and arms. Occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl, at times on uneven ground. Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT: 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 essential functions.

While performing the duties of this job, regularly exposed to outside weather conditions and may be required to work evenings during all adverse weather conditions. May be required to work alone or with community service workers. Frequently exposed to moving mechanical parts; high, precarious places; and outside weather conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***