

EATON COUNTY ROAD COMMISSION JOB DESCRIPTION

JOB TITLE: Sign Supervisor

SUPERVISED BY: Engineer-Manager

POSITION SUMMARY:

Under the direction of the Engineer-Manager, is responsible for all sign maintenance in the county. Determines and recommends needed signing or sign changes. Through subordinate staff or contractors, erects, repairs, or replaces signs, delineators, barricades, pavement markings, and guard rails as needed and in accordance with the Michigan Manual of Uniform Traffic Control Devices.

EXAMPLES OF DUTIES:

1. Studies and investigates requests for signing and pavement markings and makes recommendations to the Engineer-Manager.
2. Prepares estimates for townships and villages and others for signs, sign fabrication, and sign installation.
3. Determines work priorities and schedules daily work for self and employees/contractors accordingly.
4. Designs specialty signs for county and townships as requested. Fabricates some standard highway signs as necessary.
5. Supervises staff in the operation of sign and guard rail installation equipment including sign truck, aerial lift, post drive and post puller, chain saws, and other trimming equipment.
6. Installs signs in accordance with the Michigan Manual for Uniform Traffic Control Devices. This may include new signing as required or replacing existing signing that has been knocked down or vandalized.
7. Checks flashers at road and bridge closures on a regular basis and notes condition.
8. Installs detours as necessary, barricades and flashers at road and bridge closures, flashers at washouts or water problems, and temporary road closures.
9. Maintains sign/guard rail reports showing work performed and materials used.
10. Checks sign inventory throughout the county and runs night vision on signs as necessary. Responsible for maintaining and updating county sign inventory in conjunction with the Assistant County Engineer.

11. Prepares requisitions to order necessary sign materials. Maintains control over sign inventory materials. Keeps records to properly charge out signs and materials. Maintains inventory of traffic control devices.
12. Coordinates installation, maintenance, and removal of construction signing with the Superintendent on non-contracted construction and heavy maintenance projects.
13. Administers and inspects the work of contractors on signing and pavement marking contracts.
14. Maintains appropriate training and certification in National Incident Management System (NIMS), Michigan Critical Incident Management System (MI CIMS), and National Incident Command System (NICS) procedures and protocols and participates in county emergency operations training exercises.
15. Represents the Road Commission, as an alternate delegate, on the county emergency planning committee, and acts as DPW Operations Coordinator for all departments of public works county-wide during declared emergencies at the County Emergency Operations Center.
16. Obtains and reviews changes to national and state traffic safety and sign standards, MDOT and FHWA publications, regulations, and guidance. Analyzes and recommends changes to ECRC operations, procedures, and policies necessary to comply with new federal and state traffic and sign requirements.
17. May serve as a back-up foreman for other classifications if so directed.
18. Performs other duties as directed.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

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| Physical Mobility - | Ability to walk extended distances and climb ramps to access Road Commission and other work related locations and facilities. |
| Vision and Sight - | Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents. |
| Hearing/Speaking - | Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public. |
| Agility/Movement - | Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 pounds. |

DESIRABLE QUALIFICATIONS:

High school diploma or GED and three years of experience in road construction/maintenance operations including leadership or supervisory experience. Ability to deal with the public courteously and effectively and work cooperatively with, and supervise other employees. Prior

experience with state and federal Manual on Uniform Traffic Control Devices, sign and traffic control device materials and installation and equipment and construction zone operations.

Skill in the use of office equipment and technology, including Microsoft Suite applications, the Road Commission's maintenance management system and other programs utilized for sign inventories and road maintenance operations. Ability to work extended hours and be available for 24 hour call-in.

SPECIAL REQUIREMENTS:

Aerial Platform Certification and a Michigan Vehicle Operator's License.

EMPLOYMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.