



SIGN TECHNICIAN
HOPI DEPARTMENT OF TRANSPORTATION

REPORTS TO: ROAD MAINTENANCE SUPERVISOR
SALARY RANGE: 30
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is in the Road Maintenance, Traffic Control Device program section of the Department of Transportation. This position is based on work complexity, difficulty, responsibility, knowledge, skills, and the abilities required to perform work for the Department of Transportation, Traffic Control Device program. Incumbent performs duties in the maintenance of installation and the replacement of traffic control devices according to standards and requirements utilized as the uniform guide of the Manual on Uniform Traffic Control Devices (MUTCD).

The incumbent maintains frequent contact with the department's administrative staff and others as Safety, Law Enforcement, Emergency Services, FHWA, BIA, Counties and other organizations. The purpose of the contacts is to exchange information related to planning, coordination & project management/assessment, and building mutually beneficial professional relationships.

The sign technician works in tiring and/or uncomfortable positions for long periods. Work requires frequent bending, reaching, stretching, climbing, and crouching. The technician frequently lifts and carries items weighing up to 50-100 lbs. and often puts forth similar effort in pushing, pulling, turning, and positioning signs, and assembling equipment and tools. Incumbent is exposed to irritation or discomfort from dust, heat, fumes, and hard damp ground.

ESSENTIAL FUNCTIONS

(This is not a comprehensive listing of all duties. This is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Lead technical expert on the implementation, utilization, and adherence to the Traffic Control Device Program.
2. Safely transports sign material to installation sites on program vehicles.
3. Must communicate effectively, follows directions, and exercise good judgment.
4. Designs, organizes, prioritizes, and coordinates multiple activities to meet deadlines. Works independently with minimal supervision.
5. Reads blueprints, identifies and prepares materials, designs traffic control plans, and orders supplies for installation.
6. Must stand long periods and lift 50 or more pounds.
7. Installs exterior and interior signage. Maintains and repairs signs.
8. Performs quality assurance post-production and post installation.
9. Makes changes or modifications in accordance with specifications and guidelines. Selects appropriate materials; plans operations and completes activities as directed by supervisor.
10. Reads and follows Manual on Uniform Traffic Control Devices (MUTCD) when installing signs.
11. Maintains an inventory of signs and orders signs as needed.
12. Performs other related duties as assigned to meet Tribal/Program goals and objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general policies, procedures, and standards followed in sign installation and maintenance.
- Knowledge of current OSHA rules and regulations.
- Knowledge in reading and interpreting manuals and schematics.
- Knowledge of materials, tools, and equipment related to sign installation.
- Knowledge of equipment and machinery, components and assemblies, installation, repair, functions, and other essential elements of sign installation.
- Knowledge of tools and equipment used in sign installation and maintenance, familiarity with tolerances and maintaining tools and equipment.
- Knowledge of use and operation of welding equipment.
- Knowledge and maintain credentials of Traffic Control Device implementation and changes applicable.
- Skill and accuracy in inspecting, installing, and repairing signs.
- Skill in safely operating electrical/power/manual tools and welding equipment.
- Ability to work in dirt and dusty conditions.
- Ability to work in weather-exposed situation.
- Ability to follow oral or written instructions.
- Ability to lift, stand, bend, stoop, and carry objectives, including but not limited to mechanical tools, materials and equipment, weighing 50-100 pounds, and to otherwise physically perform and complete sign installation and maintenance tasks as directed by supervisor.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Equivalent;

AND

Experience: Two (2) years of installation experience in sign industry or construction experience;

OR

Equivalent combination of Education, Training, and Work experience which demonstrates the ability to perform the duties.

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.