

 <b>JOB DESCRIPTION</b>	<b>DEPARTMENT: ENGINEERING</b> <b>OCCUPATIONAL GROUP: TEAMSTER</b>			
	<b>TITLE:</b> <b>Group Leader – Signs</b>	FLSA STATUS Non-Exempt	PAY GRADE 9	APPROVAL DATE 09/14/2017

### **SUMMARY**

An employee in this position performs a variety of semi-skilled tasks involved in the fabrication, repair, installation and maintenance of traffic control devices in Washtenaw County in accordance with federal, state and local regulations.

### **SUPERVISION RECEIVED**

Reports to and works under the direct supervision of the Sign Foreman.

### **SUPERVISION EXERCISED**

In the absence of the Foreman, the Group Leader shall be responsible for selecting the work which is to be done, assigning the employees and equipment and supervising the work. The Group Leader shall be responsible for the safety and conduct of the employees, along with being responsible for materials, equipment and property.

### **ESSENTIAL DUTIES AND FUNCTIONS**

The job duties listed are typical examples of the work performed by an employee in this position. These examples do not include all of the duties which the employee may be expected to perform.

1. Performs complete sign fabrication tasks including the design and layout of signs in a computer program.
2. Maintains record of daily production of signs fabricated or repaired and enters information into the inventory system.
3. Installs, repairs, replaces and removes all traffic control signs and supports and documents activities through work orders and/or mobile computer device(s).
4. Stakes sign locations and coordinates utility clearances prior to sign installation.
5. Assists in coordinating daily work assignments for crew members.
6. Operates forklift when necessary.
7. Performs pre-trip/post-trip inspections, minor servicing, adjustment and maintenance on vehicles and equipment.

8. Maintains shop and storage areas and cleanliness of work area and tools.
9. May be required to perform duties required of a Heavy Truck Driver.
10. Performs other duties as assigned.

### **EDUCATION**

Possession of a high school diploma or equivalent.

### **EXPERIENCE**

Five (5) years working experience in the sign shop, or two (2) years of appropriate work experience.

### **OTHER REQUIREMENTS**

Possession of a valid Michigan Class A Commercial Driver's License (CDL).

IMSA Level I Signs & Markings certification within twelve months of entering the position.

### **WORKING CONDITIONS**

Work may be performed in a normal office setting or outdoors. Duties require frequent walking, squatting, kneeling, bending, twisting, balancing, digging, climbing, grasping and the ability to lift and carry up to 100 pounds. Duties also involve frequent exposure to loud noises, vibration, slippery and/or uneven surfaces, exhaust fumes and dust, asphalt, and chemicals, working at heights, traffic and electrical hazards and adverse weather conditions including extreme temperatures.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

All of the following qualifications, knowledge, skills and abilities (KSA's) are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Knowledge** of the various methods and techniques, tools and materials in the fabrication and production of signs.

**Knowledge** of traffic control sign installation, repair and construction methods and practices.

**Knowledge** of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) standards and specifications.

**Knowledge** of standard Highway Signs (federal, state and local standards).

**Knowledge** of occupational hazards and safety precautions applicable to position.

**Knowledge** or the ability to learn Washtenaw County Road Commission's policies and procedures.

**Skill** in reading maps.

**Ability** to perform the physical aspects of the job.

**Ability** to provide 24-hour on-call services.

**Ability** to follow written and oral instructions.

**Ability** to interact with co-workers, supervisors and the public in a professional and courteous manner.

**Ability** to communication effectively with co-workers and supervisors.

For additional information, please contact: Human Resources at 734.761.1500 Nicole Peterson  
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