



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Sign Technician  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Roads and Bridges  
**CLASSIFICATION/GRADE.....:** Sign Technician/102  
**REVISED.....:** 03/2021  
**REPORTS TO.....:** Crew Leader (Roads & Signs)  
**REVIEWED.....:** 03/2021  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

This position is under the direct supervision of the Operation Supervisor and the general supervision of the Roads & Bridges Superintendent. The incumbent is responsible for the proper making and installation of all standard and fabricated traffic control signs and pavement markings according to the Manual or Uniform Traffic Control Devices.

### **BASIC FUNCTIONS:**

1. Must keep a daily list of all sign materials being used as directed.
2. Keep Operations Supervisor informed of the inventory and other such needed materials.
3. Must be capable of following all safety rules and regulations as directed.
4. Must be willing to work extra hours when necessary.
5. Must be willing to work under varying climatic conditions.
6. Must be able to fill out daily work orders and p.m. sheets.
7. Must perform other duties as directed by the Supervisor or Superintendent.

### **OTHER REQUIREMENTS:**

1. Must be dependable, capable of working on his/her own.
2. Must be capable of lifting 75 pounds
3. Must possess a valid Louisiana driver's license.
4. Must maintain sign shop and equipment in good working condition.
5. Computer skills required.

### **EDUCATION/EXPERIENCE:**

1. Must possess a high school diploma or G.E.D.
2. Must be able to read and write sufficiently to understand and carry out basic directions.