

FIELD TECHNICIAN I – SIGNS

Public Works | Road and Bridge | Roads



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Field Technician I – Signs is responsible for the installation, maintenance, and inspection of traffic control signs and devices, ensuring compliance with safety standards and regulations.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Must be willing to work extra hours as needed.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – South Campus

REPORTS TO

Operations Supervisor

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

WORK ENVIRONMENT

Indoor and outdoor work, in varying weather conditions and frequent exposure to noise, tools, and equipment in a safety-regulated workspace.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected assist with road maintenance, maintain equipment, and keeping the work environment organized and safe.

The incumbent will operate various tools and equipment, communicate with the Operations Supervisor on inventory needs, and complete daily documentation such as work orders and preventive maintenance sheets.

JOB DUTIES

- Install and maintain traffic control signs and devices as directed, ensuring proper placement and visibility according to safety standards.
- Paint curbing and perform other marking tasks as assigned to ensure proper road and safety markings.
- Operate basic hand tools, shovels, rakes, and power tools for sign installation and maintenance tasks.
- Communicate regularly with the Operations Supervisor regarding inventory needs, material requirements, and equipment status.
- Complete daily work orders and preventive maintenance (PM) sheets, documenting tasks and equipment conditions for future reference.
- Operate loading equipment to transport materials and tools to and from job sites as required.
- Assist with road maintenance activities, including minor repairs and upkeep of road surfaces, as needed.
- Maintain the organization and cleanliness of vehicles and the shop, ensuring a safe and efficient work environment.
- Perform basic preventative maintenance inspections on equipment to ensure proper function and extend the life of tools and vehicles.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

Questions? No problem!
Email us at employment@tpcg.org.

Continue to the next page.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to work independently and collaborate effectively to ensure timely completion of tasks and adherence to safety standards.
- **Time Management:** Efficiently prioritizes and completes daily tasks such as installation, maintenance, and documentation, ensuring deadlines are met and operations run smoothly.
- **Analytical Skills:** Ability to evaluate the condition of traffic signs and devices, identify potential issues, and make decisions regarding repairs and installations.
- **Communication Skills:** Excellent verbal and written communication skills to coordinate tasks and report progress or concerns.
- **Organizational Skills:** Ability to maintain accurate inventory records, complete daily work orders, and ensure all tools and materials are readily accessible and properly stored.
- **Technical Skills:** Proficient in using computer, various hand tools, power tools, and loading equipment, while also performing basic maintenance and inspections on equipment to ensure safety and functionality.
- **Qualifications:**
 - High school diploma or GED certification preferred.

