

SIGN AND SIGNAL MAINTENANCE WORKER

FUNCTION OF THE JOB

Under supervision, to perform work involving the installation, maintenance and repair of signs and signals; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Locates and marks traffic signal conduit and Waukesha County fiber optic cable for Digger's Hotline requests.
2. Performs maintenance of traffic signal equipment and performs functional tests on electronic, electrical, and mechanical equipment at signalized intersections on the County highway system.
3. Changes traffic signal bulbs, LED indicators, and straightens signal heads, investigates timing problems, and assists with traffic timing changes as directed.
4. Maintains an inventory of signal and sign supplies and equipment such as electrical and mechanical components, sign hardware, banding, posts and bases.
5. Responds, investigates and repairs traffic signal malfunctions on a twenty-four (24) hour basis including emergency activities; takes corrective action such as taping wires, isolating shorts, taking intersection to a minimum of flash or to normal operation and keeps diary of responses.
6. Operates technical equipment such as distance measuring instrument (DMI), fiber optic locator, power locator, inductive loop tester/locator, Lense Adjustment Module (LAM), and multi-switch tester; computer and related software, printer, iPad, cell phone, radio.
7. Plans, organizes, and coordinates the maintenance and installation of traffic signals and/or signs; collects traffic data including information such as traffic volume, speed, traffic mix, and existing locations of signals and signs to address public safety concerns; plans and installs approved detour routes.
8. Delivers and sets up signs required at construction projects, replaces damaged signs, and installs signs at new locations or detours; installs posts in the ground in order to attach signs; stakes location of new signs and moves existing signs; calls Digger's Hotline.
9. Keeps records and makes reports.
10. Assists in the maintenance of detailed computerized records and written reports of traffic signal and sign equipment including their maintenance and installation.
11. Tracks, reports, helps prepare invoices for accident repair costs.
12. Identifies and removes vegetation obscuring the visibility of traffic signs and signals.
13. Inspects traffic signal construction installation projects to ensure that specifications are being met; coordinates work with contractors and utility representatives.
14. Carries out repairs per annual TAPCO intersection inspection report; keeps diary.
15. Establishes and maintains effective working relationships with supervisors, crew, coworkers, contractors, law enforcement agencies, WI DOT, utilities and other outside agencies and County departments and staff, and the public.
16. Maintains prompt, predictable, and regular attendance.
17. May lead and provide work direction to Sign Helpers.
18. May purchase items with supervisory approval and within budgetary guidelines.
19. May be called upon at any time to respond to emergencies such as snowstorms, windstorms, flooding, traffic accidents, and fires.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the materials, tools, and equipment used in sign and traffic signal equipment installation operation, troubleshooting, maintenance, and repair.
2. Considerable knowledge of the Federal and State Manual of Uniform Traffic Control Devices.
3. Working knowledge of electrical principles, practices, and codes.
4. Working knowledge of the laws, codes, and regulations regarding the design, installation, and maintenance of traffic signals and signs.
5. Working knowledge of occupational hazards and safe work practices.
6. Working knowledge of Diggers Hotline.
7. Working knowledge of traffic engineering and the division's, department's, and County's electronic devices and computerized systems.
8. Ability to learn and utilize traffic engineering and the division's, department's, and County's electronic devices and computerized systems to effectively perform duties and responsibilities.
9. Ability to effectively maintain an inventory.
10. Ability to inspect, troubleshoot, repair, install, and maintain traffic signals and signs.
11. Ability to be available on a twenty-four (24) hour basis as dictated by emergencies and other related activities.
12. Ability to communicate effectively, both verbally and in writing.
13. Ability to establish and maintain effective working relationships with supervisors, crew, coworkers, contractors, law enforcement agencies, WI DOT, utilities and other outside agencies and County departments and staff, and the.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to operate technical equipment and electronic devices such as distance measuring instruments, radios, cell phones, keyboards, printers, computers, iPad, and related computerized systems.
16. Ability to safely operate tools, vehicles, and equipment necessary to perform the duties of the position.
17. Ability to follow, carryout, and provide oral and written instructions.
18. Ability to perform moderate to heavy manual labor under variable and unfavorable weather conditions.
19. Ability to withstand exposure to variable and unfavorable weather conditions.

Training and Experience

1. High School Diploma or GED.
2. Three (3) years of road maintenance or road construction, work experience involving signal equipment or sign maintenance, or closely related field.
3. Valid Class B Commercial Driver's License.
4. Valid Wisconsin Class A Commercial Driver License with air brake endorsement within six (6) months of hire.
5. TCC Traffic certification, Flagger certification, and Traffic Signal Technician Level I within one (1) year of employment.