

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as
a condition of employment.*

Date:	07/12/2017	Department:	Traffic Operations
Title/(Status)/Job Code:	Traffic Technician I (0988)	Reports To:	Traffic Operations Supervisor
Pay Grade/Salary Range:	PG-105 \$25,747.62 - \$39,908.81	Closing Date:	9/1/2017 with anticipated hire of October 2017

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A semi-skilled position responsible for the construction, fabrication, repair and installation of traffic control devices.

ESSENTIAL JOB FUNCTIONS:

- Assists in the fabrication, maintenance, inspection and installation of traffic control devices. Helps to generate or design approved and custom traffic & information signs on computerized sign maker and on occasion cuts out letters and symbols used in reflectorized signs and applies to sign substrate.
- Installs and maintains traffic control devices in the field. Uses hand tools, post hole diggers and performs cement work in the erection of any approved traffic control device. Assembles other traffic safety warning devices to secure a work or hazard area. Installs and maintains temporary and permanent traffic control devices as per latest versions of Florida Department of Transportation Manuals and Federal Highway Administrations Manual on Uniform Traffic Control Devices Handbook.
- Directs, flags or otherwise routes traffic through or around work areas when required.
- This position is subject to emergency call-out normally on a scheduled basis.
- Responds productively to change and performs all other related tasks as required and as assigned.
- This is a **Disaster Essential** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of safe operation of bucket truck.
- Ability to operate other light utility equipment and vehicles.
- Ability to perform manual work and semi-skilled work in the use of assorted hand tools.
- Knowledge of or ability to become familiar with personal computers and software related to design & production of sign making.
- Knowledge of or ability to become familiar with codes, laws and regulations governing traffic and traffic control devices.
- Ability to communicate and carry out oral and written instructions.
- Ability to recognize and eliminate potential safety hazards.
- Ability to work in harmony with fellow employees and exercise safe work habits.

ESSENTIAL PHYSICAL SKILLS:

Ability to communicate orally. Ability to see and hear oncoming traffic and vehicle warnings. Ability to lift and carry up to 50 lbs. Use of both hands with dexterity. Frequent walking, standing, stooping, reaching, and bending for up to four hours continuously. Ability to climb stairs, ladders and scaffolding. Ability to work from heights of up to 50 feet. Ability to operate a motor vehicle for up to four hours continuously.

ENVIRONMENTAL CONDITIONS:

Primarily outdoor work, depending on duty assignments. Occasional proximity to heavy equipment and moderately high noise levels. Frequent work in adverse weather conditions.

SUPERVISORY RESPONSIBILITY: No direct supervisory authority.

SUCCESS FACTORS:

The individual filling this position should enjoy working with their hands and not be intimidated by proximity to traffic flow.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited high school or possession of an acceptable equivalency diploma is desired but not required. A comparable amount of training or experience may be substituted.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida driver's license and obtain within six months a valid Florida Commercial **Driver's** License, Class B, while employed. Must have or be able to obtain within six months, International Municipal Signal Association (I.M.S.A.) Signs and Markings I & Florida Intermediated Work Zone certifications.