



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Senior Sign Technician  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Roads & Bridges  
**CLASSIFICATION/GRADE.....:** Senior Sign Technician/105  
**REVISED.....:** 07/2021  
**REPORTS TO.....:** Operations Supervisor (Road & Signs)  
**REVIEWED.....:** 07/2021  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

This position is under the direct supervision of the Operations Supervisor and the general supervision of the Road & Bridge Superintendent. The incumbent is responsible for fabricating all traffic control signs according to the Manual on Uniform Traffic Control Devices.

### **BASIC FUNCTIONS:**

1. Sign fabrication and sign installation as needed.
2. Must keep a daily list of all sign materials being used as directed.
3. Keep Operation Supervisor informed of the inventory and other such needed materials.
4. Must keep sign shop work area in clean and safe environment.
5. Must be capable of following all safety rules and regulations.
6. Must be willing to work extra hours when necessary.
7. Must be willing to work under varying climatic conditions.
8. Must be able to fill out daily work sheets.
9. 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 lbs.
3. Must be capable of unloading incoming sign materials (blank, facing, roll goods, etc)
4. Must be willing to train other personnel within the sign shop.
5. Must maintain sign shop and equipment in good working condition.
6. Computer skills required.
7. Must possess a Valid Louisiana Driver License.
8. Must be willing to work emergency events such as Hurricanes, Ice Events or any other situations deemed necessary by Administration.
9. Must have ability to learn and practice applicable safety rules and regulations.
10. Must be capable of operation loading equipment.

### **EDUCATION/EXPERIENCE:**

1. Must have a high school diploma or equal.
2. Must be able to read and write sufficiently to understand and carry out basic instructions.