

SENIOR SIGN TECHNICIAN

Public Works | Road and Bridge | Roads



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Senior Sign Technician is responsible for the fabrication, installation, and maintenance of traffic control signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

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 75 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 to maintain inventory, operate fabrication and loading equipment, follow safety procedures, and assist in training other personnel while ensuring the proper maintenance of sign materials and shop equipment

The Senior Sign Technician is a critical role in public safety by ensuring that all signage is accurate, visible, and properly maintained.

JOB DUTIES

- Fabricate traffic control signs according to the standards set by the Manual on Uniform Traffic Control Devices (MUTCD).
- Install traffic control signs as needed, ensuring proper placement and visibility in accordance with safety and traffic management guidelines.
- Inspect existing traffic signs to assess visibility, reflectivity, damage, and compliance with MUTCD standards.
- Conduct routine field evaluations to identify missing, faded, or damaged signs requiring repair or replacement.
- Review completed sign installations for accuracy and quality before closing out work orders.
- Maintain a daily log of all sign materials used, including tracking inventory and notifying the Operations Supervisor of any material shortages or needs.
- Assist the Operations Supervisor in monitoring inventory levels and procuring materials required for ongoing sign fabrication and installation.
- Operate loading equipment as needed for transporting materials and equipment to and from the worksite.
- Ensure the sign shop work area is kept clean, organized, and safe, adhering to established safety regulations and guidelines.
- Follow all safety rules and procedures in the sign fabrication and installation processes, always maintaining a focus on workplace safety.
- Fill out daily work sheets accurately to track job progress and material usage.
- Train other personnel within the sign shop, sharing knowledge and skills to support overall team performance.
- Maintain sign shop equipment and tools in good working condition, ensuring readiness for all fabrication and installation tasks.
- Respond to emergency call-outs for downed, stolen, or damaged signs that pose immediate safety risks.
- Assist with storm and disaster response efforts by replacing critical regulatory and warning signs.
- Report roadway obstructions, hazards, or conditions that impact signage.
- 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.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates initiative and the ability to guide or train others in sign fabrication processes, fostering a productive and safety-conscious work environment.
- **Time Management:** Effectively prioritizes daily tasks, manages workloads, and meets deadlines while handling both routine and emergency assignments.
- **Analytical Skills:** Attention to detail and problem-solving abilities to identify issues in fabrication or installation, ensuring accuracy and compliance with regulatory standards.
- **Communication Skills:** Excellent verbal and written communication skills to coordinate tasks and report progress or concerns.
- **Organizational Skills:** Ability to maintain accurate inventory records, ensure proper documentation, and keep the sign shop clean, safe, and well-organized.
- **Technical Skills:** Proficient in using fabrication tools, loading equipment, and basic computer applications to produce and track signage materials.
- **Qualifications:**
 - High school diploma or GED certification required

