

SEWARD COUNTY JOB DESCRIPTION

Position:	Sign Officer
Last Revised:	2/2025
Job Status:	Non-exempt; Full-time
Reports to:	Highway Superintendent & Assistant Highway Superintendent
Supervisory Responsibilities:	Seasonal Sign Technician

I. GENERAL FUNCTIONS

Work involves repair, installation, and maintenance of all traffic signs used in the Roads Department. This position is responsible for performing inspections of signs located on county roads, bridges, and culverts with Seward County. Work includes organized record keeping of inventory and placing proper barricades and flags in the work area to alert motorists. On 24-hour call for emergency sign repair or barricading of road problems hazardous to the motoring public.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Operate the county sign truck in performing the maintenance and installation of traffic signs throughout the county.
- Responsible for oil changes and other maintenance activities on said sign trucks.
- Perform the installation, repair and replacement of traffic signs along county roads according to the Manual of Uniform Traffic Control Devices, or MUTCD.
- Complete appropriate paperwork as to documentation of sign installation, repair and replacement of signs.
- Perform sign inspections and inventories.
- Maintain an organized record keeping file of sign installation, repairs and replacements, equipment maintenance reports, supplies used, time and attendance reports, and any other information required by the Road Department.
- Contact Diggers Hotline/One Call Center for buried utilities prior to installation of sign posts or other projects.
- Ensure barricade trailer is kept full of barricades for emergency purposes on nights, weekends, etc. and that sign truck has ample fuel each day for emergency use.
- Place flags or barricades around hazardous road conditions to warn motorists.
- Cleans truck at the end of each work day of trash, old signs and posts that were collected during the day and re-stocks sign truck with hardware, signs and posts for following day's activities.
- Operate equipment applicable to the maintenance and construction of county road signs.
- Inspect vehicles for readiness condition, proper fluid levels, proper tire pressures, and other factors necessary for correct operation before use, report problems or deficiencies to immediate supervisors.
- Perform preventive maintenance on assigned equipment, assist in servicing and repair of equipment, clean shop area or garage area.

III. OTHER NON-ESSENTIAL DUTIES

- Perform other duties as directed or as the situation dictates.
- Assist with changing tires on assigned equipment.

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Methods, materials, and equipment common to manual labor.
- Hazards and safety practices common to manual labor.
- Operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.
- Routine vehicle and equipment maintenance procedures.
- Skill in the application of the above referenced knowledge.
- Knowledge of federal and state requirements for sign placement along county roads.
- Understand the state traffic laws, Manual of Uniform Traffic Control Devices (MUTCD), and Nebraska MUTCD.
- Operate a variety of equipment such as light and heavy trucks, motor graders, tractors, front-end loaders, mowers, chain saws and other equipment associated with the Road Department .
- Organize tasks and work with others.
- Understand, communicate, carry out written and oral instructions.
- Establish and maintain effective working relationships with the public, co-workers, supervisors and others.
- Recognize hazardous working conditions and work effectively using prescribed safety practices
- Work outside in all types of weather conditions.
- Operate motor vehicles and heavy equipment in a safe manner.
- Plan and organize work, ability to keep written records.
- Use a computer as required.

V. DESIRABLE TRAINING AND EXPERIENCE

- Work experience operating heavy equipment or trucks is desired.

VI. MINIMUM QUALIFICATIONS

- Graduation from high school or equivalent.
- Must be at least 19 years of age.
- Valid Nebraska driver's license.
- Valid Commercial Driver's License (CDL) – Class B at hire or within 6 months of start date.
- Must be able to legally work in the U.S.
- Must be able to lift a minimum of 75 lbs.

VII. NECESSARY SPECIAL REQUIREMENTS

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the county; must work such regularly scheduled hours as are determined by the county; must work any required overtime, weekends, and holidays.
- Must travel as required.

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

- Frequently required to stand and walk.
- Use hands to handle, or operate objects, tools or controls.
- Reach with hands and arms.
- Required to sit, climb, or balance, stoop, kneel, crouch, or crawl.
- Talk and listen on a two-way radio.
- Frequently lift and/or move up to 75 pounds.
- Occasionally lift and/or move in excess of 75 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Perform work in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.
- Exposed to grease, dirt, gas fumes, sun and inclement weather.
- Normal hazards are present in working with machinery and vehicles.
- Frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration.
- Noise level in the work environment is usually moderate and can sometimes be loud.

IX. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.

Employee Signature

Date

HR Director/ Supervisor Signature

Date