Human Resources Department
Clinton County, Iowa

Lynn Tibbetts – Human Resources Manager

County Administration Building
1900 N. 3rd Street – P.O. Box 2957
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Clinton County has an opening for a Sign Crew Worker in DeWitt. Applications are being accepted at the Clinton County Human Resources Office at 1900 North 3rd Street, Clinton, Iowa, 52733, through August 12, 2014. HS/GED and CDL required (EEO/AA). Applications and a complete job description are available online at http://www.clintoncounty-ia.gov/

CLINTON COUNTY JOB DESCRIPTION

Position Title: **Sign Crew**

Working Title: **Same**

Department: **Secondary Roads**

Job Summary

Under general supervision, perform skilled work in the operation of various heavy equipment in maintenance and installation of roadway signs and other traffic control devices.

Relationships

Reports to: Maintenance Superintendent

Supervises: N/A

Works with: Secondary Roads department staff, other County employees and the public.

Physical/Environmental Conditions

Performs duties outdoors and is routinely exposed to varied weather conditions. Routine exposure to chemicals, engine exhaust, noise and hazards associated with traffic.

Major Duties/Performance Measures

1. Responsible for safe and efficient operation of sign truck and tools used in maintenance and construction projects including, but not limited to: dump truck, bulldozer, motor grader, front end-loader, mower, chain saw, concrete saw and brush chipper.

2. Perform regular inspections of equipment to ensure safety and operability.

3. Perform preventive maintenance on assigned equipment on a regular basis. Perform routine maintenance on assigned equipment as necessary.

4. Operate equipment on maintenance and construction projects including, but not limited to: installation and maintenance of roadway signage and barricades, grading roads and ditches, excavation and earth moving, maintaining and repairing bridges and culverts, laying pipe and tile, building catch basins, digging and cleaning ditches, patching PCC and ACC roads, brush cutting, spreading rock and shoulder maintenance.

5. Operate heavy trucks for snow and ice removal.

6. Perform manual labor as necessary to conduct general road maintenance and construction and sign installation.

7. Have familiarity with Iowa Manual on Uniform Traffic control devices (MUTCD) and the ability to implement signage as stated in the MUTCD.

8. Ability to understand and carry out oral and written instructions and interpret regulations.

Background Requisites

Education: High School diploma or G.E.D. equivalent required.

Work Experience: One (1) year of experience operating heavy truck. One (1) year experience in roadway construction and signage.

Essential Skills:

1. Demonstrate knowledge of principles, practices, materials and equipment used in road maintenance and construction and signage. Document signage efforts on a weekly basis.
2. Demonstrate ability to safely and efficiently operate heavy equipment and tools such as: heavy truck, motor grader, end-loader, mower, chain saw, compactor, air hammer, concrete saw, brush chipper.
3. Ability to utilize effective oral and listening communication skills. Ability to utilize tact and professionalism when communicating with the public.
4. Ability to establish effective working relationships with supervisor, co-workers and all levels of county staff and the general public.
5. Ability to obtain and maintain a valid Commercial Driver's License and possess a satisfactory driving record.
6. Possess demonstrated knowledge of computers including but not limited to: Microsoft Word and Excel and the ability to operate sign inventory software..

Physical Abilities

Incumbent frequently sitting for extended periods of time during the operation of heavy equipment. Occasionally may be required to bend, reach and kneel. Occasionally may be required to climb stairs/ladder to a height of 10 feet.