

**Job Description: ASSISTANT SIGN SHOP SUPERVISOR**

Class No. 927  
Position No. 620-5720  
Pay Group: 11

Department: Road and Bridge  
EEOC Category: Skilled Craft  
FLSA: Non-Exempt

**SUMMARY OF POSITION**

To maintain county road signs and other traffic control devices and markings in good condition.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Sign Shop Supervisor.
2. Directs: Assists Sign Shop Supervisor in the supervision of Road Sign Workers and assumes full supervision of Sign Crew in absence of Sign Crew Supervisor.
3. Other: Has Contact with other employees on the job and may have contact with the general public.

**EXAMPLES OF WORK**

**Essential Duties\***

Constructs, installs and repairs county signs and markers; setup Traffic Control.

Continually inspects county sign requirements;

Maintains county sign inventory;

Paint curbs, install guardrails and road pavement markings.

Uses electric welder and cutting torch.

**Other Important Duties\***

May act as Foreman on temporary basis in that persons absence; and

Performs such other duties as may be assigned.

**OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Must perform strenuous work in the outdoors under all weather conditions, which includes; standing/walking, climbing/balancing, stooping/kneeling, and regularly lifting objects weighing up to 80 pounds.

Must be willing and able to wear the required Safety Equipment at all times.

CLASS NO 927 (Continued)

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up 80 pounds. Work is primarily conducted outdoors. The noise level in the work environment is usually moderate.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:* or demonstrated ability to learn state requirements in accordance with the TMUTCD for road sign installation; good knowledge of the safe operation of equipment used and of provisions of the Texas Motor Vehicle Code relating to operation of motorized equipment and welding equipment;

*Skill/Ability to:* operate this equipment effectively and safely; ability to service and make minor repairs on equipment and to know safety standards and prevent hazards; ability to understand and follow written and oral instructions; ability to communicate well orally and in writing; and ability to work effectively and cooperatively with others.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation or its equivalent or sufficient education to read and write, plus some supervisory experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

A Class B CDL Driver's License is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

JOB DESCRIPTION FOR POSITION:  
927-Assistant Sign Shop Supervisor

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.