



2605 N. GUADALUPE
SEGUIN, TEXAS 78155
Mark Green
County Road Administrator

EMPLOYMENT NOTICE

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning January 28, 2021 through February 3, 2021.

The Guadalupe County Road and Bridge Department is currently seeking an **Assistant Sign Shop Supervisor**. Starting salary will be between \$17.00 – 18.00 per hour, depending upon experience.

Benefits included: Medical Benefits, Retirement, and Sick and Vacation Leave.

SUMMARY OF POSITION

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

Reports to Sign Shop Supervisor

Assists Sign Shop Supervisor in the supervision of Road Sign Workers and assumes full supervisory duties of Sign Crew in the absence of Sign Crew supervisor.

Has contact with other employees on the job and may have contact with the general public.

Some Work Duties Include:

- *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
- *Performs such other duties as may be assigned

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 to perform the essential functions.

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

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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: demonstrate 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 provision set 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.

Applications are required with transfer requests and may be obtained and completed online from the county's website or from the Human Resource Department located at 211 W. Court St., Seguin.

Applications must be returned to the Guadalupe County Road and Bridge Department located at 2605 N. Guadalupe St. Position open until filled.

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Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.