Signing and Striping Specialist

POSITION SUMMARY

This position is responsible for maintaining and installing traffic control devices according to state, federal, and local laws and ordinances.

RESPONSIBILITIES

Essential Duties:

- Installs and maintains all City traffic signage and markings in accordance with the Manual of Uniform Traffic Control Devices.
- Creates and implements traffic detour routes.
- Assists in the inspection of infrastructure construction projects and ensures compliance with City specifications and regulations.
- Assists in maintenance of City map indicating ownership and locations of streetlights throughout City.
- Reviews requests for street light installations.
- Monitors and maintains inventory of City signs, posting materials and anchors.
- Operates heavy equipment and snow removal equipment.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills and Abilities:

- Laws and ordinances pertaining to the installation and placement of traffic signage;
- Manual of Uniform Traffic Control Devices;
- Traffic right-of-way laws.
- Using and maintaining a variety of hand and power tools;
- Interpreting blueprints, schematic diagrams and work specifications;
- Operating a variety of construction equipment including gas-powered post-drivers, concrete drills, heavy equipment and snow removal equipment.

Judgment/Decision Making:

- Performs duties under general supervision within the scope of general city policies, procedures and objectives;
- Resolves most issues utilizing set departmental alternatives. Occasional independent judgment may be required to complete assignments;
- Refers unusual problems to supervisor;
- Makes recommendations on departmental and City policies, procedures and practices;
- Decisions must be accurate to ensure safety of employees and the traveling public.

RELATIONSHIPS

Leadership:

- No supervisory responsibility.

Signing and Striping Specialist

Relation to Others:

- Position requires regular contact with employees and the public;
- Requires moderate communication skills to ensure citizen requests/concerns are understood, documented, and addressed as necessary.
- Communications are generally one-on-one, but may occasionally involve a small group of people.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.).
- One to three years of experience in infrastructure construction or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.
- North Dakota Class A Commercial Driver's License (within 90 days of hire).

WORKING CONDITIONS

Working Environment:

- Work involves heavy physical effort and exertion of various kinds with frequent exposure to unpleasant elements, such as traffic, loud noises, dirt, extreme temperatures, chemicals, fumes, gases, dust, smoke, etc. Movement may be restrained or confined. Hazards or the risk of injury are generally protected against and predictable.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, standing, walking, lifting, finger dexterity, feeling, talking, hearing and seeing.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 14 (PW-14)
FLSA: Non-Exempt
Updated to new format: 12/12/13
Approved by CSC: 12/13/13, 1/17/2025 Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.