



**Sign Installer**  
Road and Bridge

RB/26  
Pay Grade: 10

**JOB SUMMARY**

This position is responsible for the construction, installation, and maintenance of street signs

**MAJOR DUTIES**

- Assists with the design, construction, installation, and maintenance of street signs and traffic control devices.
- Installs posts.
- Installs cones and traffic control devices at work sites.
- Mows grass.
- Collects funds from water dispenses and makes bank deposits.
- Maintains inventory of signs and traffic control devices.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the materials, equipment, procedures, and practices employed in street sign design, construction, and installation.
- Knowledge of department and county policies and procedures.
- Knowledge of ground and landscape maintenance principles.
- Skill in the operation of a variety of street maintenance equipment.
- Skill in the construction and maintenance of street signs and markings.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

## SUPERVISORY CONTROLS

The Road & Bridge Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include safety regulations, the Manual of Uniform Traffic Control Devices, and instructions from supervisors. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related street-sign construction and installation duties. Inclement weather conditions and heavy traffic around work sites contribute to the complexity of the position.
- The purpose of this position is to install, repair, and maintain street signs. Successful performance helps ensure well-marked streets.

## CONTACTS

- Contacts are typically with co-workers and the general public.
- Contacts are typically to resolve problems and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date