

Hardin County Government

Job Description

Non-Hazardous

Sign Installer / Operator II

Pay Grade 5

STATUS	
Date: December 27, 2019	Department: Road
FLSA Status: Non-Exempt	Reporting Authority: Assistant Supervisor
Supervisory Responsibility: GIS/GPS Mapping Operator	

Job Summary

The purpose of this position is to perform skilled work in the operation of sign making, sign installation, and operating equipment in the Hardin County Road and Maintenance Departments. The employee will make and install road signs and drive a truck occasionally. Work is performed under general supervision while recurring tasks are performed without supervision. Supervisors evaluate all assignments during progress and upon completion

Major Essential Duties

- Make signs with a computer sign program and occasionally use a computer-mapping program
- Make repairs on street signs and markers
- Control sign material and product inventory
- Maintain each street marking sign inventory and data
- Install traffic counter device on county roads
- Occasionally help flag for traffic control during different maintenance operations
- Keep daily site and work logs
- Install signpost
- Operate truck for snow removal

Minor Essential Duties

- Facilitate the completion of sign and post installation
- Account for material, fuel, and mileage of vehicle
- General labor
- Write reports utilizing basic computer and keyboard knowledge
- Operate light equipment

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Some experience in sign making is preferred but not required
- Some experience in performing delegated unsupervised work is preferred
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure

Reasoning Ability

- Defines problems, collect data, and establish facts
- Solves practical problems
- Interprets some technical and instructional material
- Makes decisions which serve the County's best interest

Certificates, Licenses, Registrations

- Must possess a valid Kentucky driver's license
- Must possess or be able to obtain a commercial driver's license within one (1) year of employment

Other Knowledge and/or Skills

- Knowledge of the proper use and care of hand tools
- Mechanical aptitude and manual dexterity
- Basic computer and keyboard knowledge
- Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Ability to perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas
- Ability to operate a small truck
- Ability to work overtime when necessary

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Stand or walk
Talk or hear
Lift and/or move up to 25 pounds
Operate a vehicle

Occasionally (under 1/3)

Reach with hands and arms
Use hands to type, handle papers, tools, etc.

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

Perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually moderate to high

Perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must be 18 years or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 27, 2019


Harry L. Berry
Hardin County Judge/Executive