

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 696

CHIEF TRAFFIC SIGN MECHANIC

GENERAL

Skilled supervisory work in construction and maintenance of traffic signs and street marking. Work is performed under general supervision in the Public Works Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position

- Oversees Sign Shop operations and keeps inventory of all materials.
- Supervises, trains, evaluates, and reviews the work of subordinates.
- Schedules time for new project jobs (i.e.: new parking lots, after streets have been resurfaced, etc.).
- Performs all street striping and markings.
- Maintains the striping of all City parking lots.
- Installs signs and poles and performs repairs to same.
- Lays out and fabricates all signals for the City.
- Maintains the shop machinery and equipment.
- Lays out all streets and parking lots prior to striping and painting.
- Reads and interprets City limit maps, work orders, Traffic Sign Installation Manual, Traffic Control Manual, and City ordinances to determine the proper placement of traffic lights.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices, and methods used in construction and repair of traffic signs.
- Knowledge of materials used in making and sign layout.
- Skill in lettering and painting.
- Ability to understand and follow oral and written specifications and instructions.
- Ability to supervise, coach, motivate, evaluate, and discipline subordinates.
- Ability to effectively communicate both orally and in writing.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to layout traffic lanes, parking lots, etc.
- Ability to meet the public in a mature, pleasant manner.
- Ability to serve customers in a respectful manner.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Considerable experience in traffic sign maintenance work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Exposure to the sun and various outdoor weather conditions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 22/42

Location: Public Works Department

GERS: Regular Class