

APPANOOSE COUNTY SECONDARY ROAD DEPT.

Job Description

JOB TITLE: Sign Specialist

Exempt (Y/N): No
SALARY LEVEL: \$ 27.01/ hr

DIVISION: MAINTENANCE
DEPARTMENT: SECONDARY ROAD

SUPERVISOR: ASSISTANT TO THE ENGINEER
PREPARED BY: KENZIE MILANI
APPROVED BY: BRAD SKINNER

DATE: 09/24/25
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SUMMARY: Maintains and installs highway signs, on rural roads, and rights-of-way, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Properly erects and repairs highway markers/signs, guardrails, and snow fences, in accordance with the Manual on Uniform Traffic Control Devices, Work Zone Traffic Control "Standards and Guidelines", and other such official publications.

Ability to use electronic devices such as a laptop computer or tablet to maintain records of sign installations and compliance with sign installation specifications.

Maintains computer inventory of existing signs with location, condition, reflectivity, etc., projecting sign replacement rotation and budgeting of inventory stockpiles.

Measures distances, elevation and maintains log of each sign placed, or replaced, records on forms provided. Ability to read standard and topographic maps in both paper and digital formats.

Works directly with other employees to establish history of signs, post, location, condition, and type.

Maintain inventory of signs, post, and other materials used, and orders needed signs and equipment as approved by the County Engineer.

Drives truck to transport crew and equipment to work site.

Ability to spray and remove brush along county roadways.

NON ESSENTIAL DUTIES AND RESPONSIBILITIES: Drives snow removal equipment, consisting of Motor Grader, or truck equipped with adjustable snowplow or blower unit and spreader. During winter months may have to install, remove, and store tire chains weighting as much as 230 lbs. Sign Foreman may join other County Secondary Roads forces for work duties as directed by the Road Foreman.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training in signing regulations or setup and computer inventory systems; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals including the Manual on Uniform Traffic Control Devices (MUTCD). Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to incorporate such skills into computer based inventory systems and construction drawings.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Maintain Iowa driver's licenses Class "A" W/Air Brake Endorsement, or ability to obtain within three months of hire.

Maintain a valid pesticide applicator's license in Category 1A (Agriculture) and 6 (Right-of-Way), or ability to obtain within three months of hire.

Ability to learn and work at becoming certified in testing concrete, aggregates, and hot mix asphalt for construction inspection through the Iowa DOT certifications.

PHYSICAL DEMANDS: The physical demands 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 job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

Surface types: Concrete, earth, grass, granular, and metal.

Terrain types: Various (smooth to uneven, with steep slopes)

Hand Controls: both hands

Foot Controls: both feet

The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 80 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to vibration. The employee occasionally works with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and risk of radiation.

The noise level in the work environment is usually loud. The employee may be subject to extended periods of working independently or with a group.

PROTECTIVE CLOTHING AND PERSONAL DEVICES (but not limited to): Earplugs, goggles or safety glasses, hard hat, gloves, compliant reflective clothing for use in highway rights-of-ways, safety shoes per County policy.

MACHINES, TOOLS, EQUIPMENT, & WORK AIDS USED (but not limited to): Electronic and hand measuring equipment, jack hammer, motor grader, tractor mower, dump truck, boom truck, shovel, chain saw, tire chains, large knife, sledge hammer, wrench (hand & power), grease gun, sprayer.

DEFINITION OF: PHYSICAL DEMANDS/WORKS ENVIRONMENT

Regularly = 67%+

Frequently = 34% to 66%

Occasionally = 0% to 33%