

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
HIGHWAY DEPARTMENT
Working Supervisor (Sign Shop)
\$47,864
DATED: May 21, 2023
LAST DAY FOR FILING: June 5, 2023
EOE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the operation of the Highway Department sign shop. This detail oriented, skilled work involves responsibility for the efficient, proper, and correct maintenance, repair, installation, inspection, and assembly of all County Highway signs, in accordance with the current Federal and NYS Manuals of Uniform Traffic Control Devices (MUTCD), and any other applicable guidelines, rules, and regulations. This work is performed under the general direction of the County Highway Superintendent and Deputy Highway Superintendent, with wide latitude for the exercise of independent judgement in carrying out the details of the work. Work is performed in the office and in the field.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Fabricates & installs new signs in accordance with MUTCD guidelines, utilizing specialized software programs & sign making equipment for both pre-programmed and custom designed signs;
- Periodically inspects existing signs for wear, and replaces signs as necessary;
- Replaces existing signs damaged by accidents, vandalism, or other causes; checks and removes obstructions to proper visibility of signs;
- Inspects existing signs for proper retroreflectivity, night inspections may be required;
- Directs traffic around roadside work sites, using flags or paddles;
- Designs, installs, maintains, & removes signage for construction work zone off-site detours;
- Assists in layout of centerline and edgeline markings; inspects pavement markings for conformance to requirements;
- Sets up traffic counters, and records vehicle counts;
- Operates a medium-duty truck equipped with various power tools, hydraulic equipment, cutting torch, and measuring instruments;
- Performs manual work in conjunction with the above duties including, but not necessarily limited to lifting & carrying signs, posts, barricades, sandbags, and installation equipment;
- Maintains an inventory of the location and type of each traffic sign installed;
- Maintains an inventory of signs, posts, sign-making materials, and all other appurtenances required for the fabrication & installation of signs including signs, cones, plastic barrels, and barricades for work zone closures;
- References & interprets MUTCD guidelines and any other pertinent authority, to provide specific guidance to the Highway Department, Otsego County townships, and the public, relating to appropriate designation & placement of signage;
- Procures pricing, and assists other Highway Department personnel in the purchasing of necessary materials/equipment conferring with Superintendent to provide annual budget estimates;
- Calculates and quotes pricing/invoicing to outside agencies/townships for all sign sales;
- May assist in snow & ice operations, inspecting roads and/or operating a snowplow;
- May be required to inspect the highway conditions outside of regular work hours for general and/or emergency maintenance purposes including but not limited to snow, ice, tree and debris removal, along with replacing damaged signs after hours if required;
- Keeps records and prepares reports;
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the common practices, tools, terminology and accident precautions related to the construction and maintenance of road signs; ability to interpret and apply provisions of the New York State Manual of Uniform Traffic Control Devices; ability to plan and supervise the work of others; ability to follow oral and written instructions; ability to get along well with others; initiative; dependability; good motor, hand and eye coordination; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- a) Graduation from a regionally accredited or New York State registered college with an Associate's Degree or higher in an applied science field such as automotive technology, mechanical engineering, computer science, or mathematics; OR
- b) Two (2) years of experience in the assembly, installation, or maintenance of traffic signs or sign making using computer software; OR
- c) One (1) year years of experience the assembly, installation, or maintenance of traffic signs or sign making using computer software, and one (1) year in road or highway construction and maintenance activities; OR
- d) Two (2) years of experience in a mechanical field such as automotive mechanics, small engine mechanics, industrial machinery mechanics, machinery maintenance workers or a related field.

NOTE: Successful completion of coursework in automotive technology, mechanical engineering, computer science, computer programming, computer electronics or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for one (1) year of the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained throughout employment.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com