

Title: <b>Sign Crew Supervisor</b>	Effective Date: May 11, 2012	Grade: XI	Job Category: Skilled Craft
Prior Title: Sign Crew Supervisor	Prior Effective Date: December 7, 2009	Grade: XI	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

Under the supervision of the Signing Supervisor in the Maintenance Division, this position is responsible for the installation and maintenance of signs on a statewide basis in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), and Department standards and specifications. In District Maintenance, this position is responsible for the installation and maintenance of signs on a district-wide basis in accordance with MUTCD and Department standards and specifications, under the supervision of the District Maintenance Superintendent.

### *EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Plan work schedules, supervise, and assist in the installation and maintenance of signs in accordance with MUTCD and Department standards and specifications.
- Interpret sign logs and sign plans.
- Assist with emergency signing as needed (road closed, detour, etc.).
- Prepare and submit daily time, equipment and material reports.

### *APPLICABLE TO THE MAINTENANCE DIVISION:*

- Perform preventative maintenance of assigned vehicle.
- Assist pavement marking crews and work in sign shop or District occasionally.
- Perform cleanup duties.

### *APPLICABLE TO DISTRICT MAINTENANCE:*

- Supervise the District sign crew and correlate work activities with area crews and statewide crews.
- Maintain sign inventory and order signs for District stock, and assist District Office Manager with periodic audit of materials.
- Act as temporary replacement when crew members are on leave.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Mechanical inclination, knowledge of MUTCD, experience in sign erection procedures, and supervisory ability. Ability to interpret engineering drawings desired. Constant statewide travel required in the Maintenance Division. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. Pre-employment drug test required and subject to additional drug/additional testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

