

**POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA**

POSITION: Sign and Paint Foreman
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F or as assigned
JOB CATEGORY: LTC V (Labor, Trades and Crafts)

DATE WRITTEN: August 1998 **STATUS:** Full-time
DATE REVISED: June 2001; May 2006, March 2022 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Sign and Paint Foreman for the Highway Department, responsible for manufacturing, installing and maintaining County Road signs, markings, and supervising and directing paint crews and district work crews.

DUTIES:

Supervises paint crews and crews performing district maintenance functions, including making work assignments, providing training and corrective instruction, ensuring proper snow removal, and reviewing district road conditions.

Installs pavement markings, coordinating with the Traffic Supervisor, including supervising assigned paint crew in installing markings, edgelines, and centerlines on roadways, maintaining paint machine and paint inventory.

Installs permanent County road signs according to specifications, including operating various tools and equipment, such as hammers, screw drivers, wrenches, drills, post driver and bucket truck. Installs/removes temporary signs, warning markers, barricades, and cones as needed.

Contacts utility companies ensuring safety when digging.

Manufactures road signs, including cutting materials to size, placing in oven to bake on letters, and painting posts.

Maintains and places temporary signs, barricades and other warning devices for road closure detours.

Inspects County road signs, checking for theft and vandalism, ensuring continuing compliance with visibility/reflection standards, trimming/removing weeds, brush and trees/branches around signs as needed to maintain visibility and responding to citizen complaints and inquiries.

Maintains detailed records of sign activity as required, including noting date, time, location, description, and cost of work performed and preparing and submitting required reports.

Maintains inventory of sign supplies and related equipment, ordering and purchasing material as needed.

Performs duties of Truck Driver and Equipment Operator, including plowing snow, patching roads, painting lines, turn arrows, and railroad crossing pavement markings, and operating various vehicles and equipment.

Serves on 24-hour call for emergencies, including serving on rotational basis on the foreman emergency call-out list.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Ability to supervise and direct paint and district work crews, including making work assignments, providing training and corrective instruction, and directing related operations.

Working knowledge of standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to read and interpret maps.

Working knowledge of and ability to make practical application of County and state traffic signage rules and regulations.

Working knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to properly operate a variety of tools and equipment, including hammers, screwdrivers, wrenches, drills, chain saw, cutting torch, shovel, post driver, and bucket truck.

Ability to make simple arithmetic calculations, and read and interpret technical manuals, specifications and local maps.

Ability to physically and safely perform assigned duties, which may involve continuous physical exertion, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing communications, handling/grasping/fingering objects.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work on several task at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to effectively communicate with co-workers, other County departments, utility companies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to understand and follow written and oral instructions, and plan and lay out assigned work projects.

Ability to occasionally work extended, evening and/or weekend hours.

Ability to serve on 24-hour call and to respond swiftly, rationally, and decisively to emergencies as needed.

Possession of a valid Commercial Driver's License and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent supervises and directs district work crews and paint crews. Incumbent performs repetitive duties with priorities determined primarily by supervisor, referring to state and local signage requirements as needed. Incumbent's duties require some care and skill to protect tools and equipment and prevent injury to self and others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, utility companies, and the public for the purpose of exchanging information.

Incumbent reports directly to Supervisor.

IV. PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing communications, handling/grasping/fingering objects.

V. WORKING CONDITIONS:

Incumbent performs a majority of duties in a vehicle and outdoors and is exposed to working in high places, heavy machinery, noise, traffic, inclement weather and extreme temperatures. When responding to emergencies, incumbent may be exposed to flooding, downed electrical lines and trees. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended, evening and/or weekend hours. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Sign and Paint Foreman for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name