

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Sign Marking Specialist/Electrical Technician</b>	Department:	Traffic Operations
Requisition Number:	2020071		
Hours:	7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$23.7438 per hour + \$.50 pager bonus
Date Posted Up:	1/6/2020	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Traffic Operations’ Sign & Marking Supervisor, the incumbent installs, repairs and replaces internally illuminated signs and provides sign and pavement markings for safe and efficient traffic flow in the City of Fort Wayne. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Assists in the installation, repair, and replacement of internally illuminated signs;
- Assists in the installation and maintenance of signals and street lighting;
- Performs work relative to street signs such as layouts, assemblies, fabricates, strips, buffs, primes, silk-screens, paints, erects, repairs and maintenance including overhead installations;
- Paints various traffic related entities like signs, curbs, crosswalks, lanes, arrows, lines, stop bars, rail road crossings and parking stalls;
- Flags and directs traffic and sets up detours;
- Operates machinery and equipment including air hammers, lift platforms and buckets, grinders, special equipped vehicles, front end loaders and forklifts;
- Maintains shop, work areas, supplies and equipment in a clean and organized condition;
- Prepares assorted documentation and paperwork;
- Loads and unloads equipment and supplies;
- Performs welding and cutting;
- Assists other employees and departments with work and training;
- Performs duties within all relevant safety procedures and operation regulations;
- Troubleshoots and repairs a variety of equipment and tools such as electric and pneumatic;
- Performs installation and maintenance of sign and painting indications for River Greenway System;
- Performs installation and maintenance of CBD banner system.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

Incumbent does not supervise any staff.

## **QUALIFICATIONS**

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**

Any combination of education/equivalent to high school graduation supplemented by electrical courses and three years experience in electrical wiring, maintenance and signing.

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Broad knowledge of principles of electricity and signing, low temperature ballasts and sign lighting principles;
- Ability to determine causes and solutions to hydraulic and pneumatic problems in shop or field;
- Ability to perform the above duties with proper safe working procedures;
- Communication skills conducive to maintaining effective working relationships;
- Communicates effectively both orally and in writing.

## **LANGUAGE SKILLS**

The incumbent must carry out the stated duties within Traffic Engineering Department standards and guidelines, and provide services in emergency situations. Deviations from those standards and guidelines must be discussed with the Sign and Marking Superintendent. Judgment errors could result in considerable damage in terms of personal or public safety. The incumbent must have communication skills conducive to maintaining effective working relationships. The incumbent must have leadership abilities to lead seasonal employees.

## **MATHEMATICAL SKILLS**

The incumbent must have the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. The employee must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

The employee must be able to define problems, collect data, establish facts, and draw valid conclusions. The incumbent must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License/Class B (CDL/B);
- Ability to receive the IMSA Work Zone and Signs and Marking Level II Certification within 12 months at the discretion of management.

## **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; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is frequently required to perform duties which require bending, twisting, climbing and lifting a minimum of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and 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 works under adverse conditions including extremes of temperature, humidity, precipitation and dust. The noise level in the work environment is usually moderate. Duties are performed in a shop environment or outside conditions. The work involves regular soiling of clothing or skin, exposure to noise and hazardous/dangerous situations, especially when working amidst vehicle traffic or on overhead installations. Exposure to hazardous materials occurs when working with substances like strippers, leaded paints, thinners and hot plastics. Heavy lifting of equipment and materials occurs on a regular basis.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.