

Title: <b>Sign Crew Specialist</b>	Effective Date: <b>June 24, 2017</b>	Grade: <b>IX</b>	Job Category: <b>Skilled Craft</b>
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*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for directing a work crew and assisting in various phases of crew work to facilitate the completion of specific accomplishments.

*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 Department of Transportation is an "at will" employer.

- Drive, maintain, and operate telescopic boom truck with man lift.
- Operate jackhammer while driving sign support post.
- Work approximately 12 to 25 feet above the ground from a platform attached to a supply truck and/or a boom truck.
- Attach signs to post.
- Flag traffic.
- Perform cleanup duties.
- Assist pavement markings crews and work in sign shop or District occasionally.
- Direct the operation of the crew in the absence of the supervisor.
- Perform preventive maintenance service checks on equipment, assist crew members in repairing equipment and obtaining repair or maintenance parts.
- Respond to emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.).
- Work during ice and snow removal operations.

*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. 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. Demonstrated leadership qualities and communication skills. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email. Valid Class A commercial driver's license with tanker ("N") endorsement. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ArDOT 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.)*

