



## **Traffic Signs & Markings Mechanic II #00540**

City of Virginia Beach – Job Description

Date of Last Revision: 06-13-2023

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 19

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform work involving the installation and maintenance of traffic signs and/or pavement markings; and may serve as team leader on work crews.

### **Representative Work Functions and Responsibilities**

Perform work activities including one or more of the following:

Perform the more complicated tasks in signs and markings, including fabrication, installation, and maintenance, to ensure traffic signs and markings are fabricated, erected and maintained properly.

Inventory tools and equipment to ensure they are in good working condition.

Direct the work of field crews in the absence of supervisor.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Properly install and maintain traffic signs and/or pavement markings and sign fabrication with no supervision.

### **Minimum Qualifications**

High school or GED plus five (5) years' experience in traffic control or closely related work which utilizes the required knowledge, skills and abilities, and associated with such positions as sign fabricator, sign installation mechanic, or pavement marking mechanic; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

### **Preferred Qualifications**

IMSA Signs/Markings Certification Level II - Associate Signs and Markings Specialist.

**Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

A valid Commercial driver's license (CDL) may be required.

This position may be designated as a safety sensitive position and be subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Successful completion of a pre-employment physical.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**

1. Knowledge of city, state, and federal traffic rules and regulations applicable to maintaining and installing traffic signs, fabrication of signs or applying pavement markings.
2. Knowledge of safety precautions to avoid accidents such as flagging and signing; successful completion of defensive driving or heavy equipment driving course.
3. Knowledge of procedures for operation of assigned equipment.
4. Knowledge of maintaining daily routine paperwork and/or assigning crews daily work (crew reports, work orders).
5. Knowledge of methods, materials, and equipment used in the fabrication, installation, and maintenance of traffic signs and/or pavement markings.

**B. Skills**

1. Skill in safe and efficient operation of trucks under all weather conditions which include snow, sleet, rain, high water and winds.
2. Skill in the operation of air hammers, hydraulic breakers, compressors, and paint related machinery for signing and/or painting.

**C. Abilities**

1. Ability to understand and follow verbal and/or written instructions, as well as provide clear instructions to subordinates.
2. Ability to work in extreme heat and cold.
3. Ability to lift and carry weight up to 100 pounds.
4. Ability to maintain effective working relationships with others when supervising crews.
5. Ability to observe safety procedures, as well as ensure that subordinates comply with applicable safety measures.
6. Ability to perform basic math calculations required to complete daily reports and compute required materials for job.
7. Ability to write up daily logs, crew reports, etc.

**Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

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