



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification: Senior Signs and Marking Technician

Department/Division: Public Works Department/Streets
Employment Status: Full-time
Number of Openings: 1
Hourly Salary: \$31.0444/hr.
FLSA: Non-Exempt
Union: Teamsters Local 705
Employment Commission: N/A

Deadline for Application: Open until filled, first review of applications 06/30/22

POSITION SUMMARY:

This is a single class position under the direction of the Streets Superintendent or Supervisor. This position will perform a variety of tasks in the management, maintenance and installation of traffic signs; to paint pavement markings and striping; to evaluate the conditions of signs, develop a maintenance plan, and manage associated materials and equipment. Employees in this class are subject to 24-hour call outs. Must have a valid Illinois Class B with air brake endorsement commercial driver's license (CDL) within six months of hire and be able to travel from site to site; some exposure to dust and noise; heavy lifting, standing and climbing; work at heights; work outdoors and in inclement weather conditions.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



SENIOR SIGNS & MARKING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of tasks in the management, maintenance and installation of traffic signs; to paint pavement markings and striping; to evaluate the conditions of signs, develop a maintenance plan, and manage associated materials and equipment.

DISTINGUISHING CHARACTERISTICS

Receives general supervision from the Supervisor of Streets and the Superintendent of Streets as well as other management personnel in the Public Works Department. Employees at this level receive occasional instructions or assistance as new or unusual situations arise and are expected to exercise proper judgement in selecting work methods and in planning details of the work tasks.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Utilize proper safety precautions related to all work performed, including Personal Protective Equipment (PPE), and other safety related equipment and procedures; direct and control traffic around work sites utilizing proper traffic control per IDOT standards.
2. Evaluate condition of signs and pavement markings; Install and maintain a variety of pavement markings and signs including regulatory markings and signs, street signs, parking signs, warning signs and other signage as required.
3. Maintain inventory of signs used; estimate and plan work; maintain records; complete work orders including work performed and material and equipment used.
4. Ensure that street signs and markings comply with Village ordinance requirements and the Manual for Uniform Traffic Control Devices (MUTCD) pertaining to height and other regulations and guidelines.
5. Create custom street signs using computer sign making software programs and the use of Microsoft Office products.
6. Operate aerial lift truck used for sign installation and removal; operate jack-hammers, concrete saws, paint and thermoplastic pavement striping equipment, maintain hand tools and assigned equipment; identify equipment needs for each assigned project.
7. Distribute and collect temporary barricades. for block parties, construction work zones, special events and other traffic control needs.
8. Coordinate the prompt and efficient removal of graffiti from Village properties.
9. Ensure that vehicle is operational daily; perform minor repairs and maintenance as necessary.



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10. Create custom street signs using computer sign making programs.
11. Perform snow removal and ice control duties as required, including the operation of large and small snowplows, Trackless/Holder and anti-icing truck.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Subject to 24-hour call.
14. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices.

Tools, materials and equipment needed to maintain and repair traffic signs.

Methods and techniques of pavement markings.

Paint chemistry, viscosity and application.

Pertinent Federal, State and local laws, codes and ordinances, including the Manual for Uniform Traffic Control Devices (MUTCD).

Computer software applications for designing and laying out signs operation;

MS Word, Outlook and Excel used to communicate work orders and make calculations.

Ability to:

Operate a bucket truck

Operate and use various machinery and hand tools used in repairing and maintaining traffic signs and pavement markings.

Operate and maintain paint machines, sign applicator machine.

Manufacture signs using computer-aided design (CAD) equipment;

Operate printing and cutting machines for fabricating signs.

Understand and apply appropriate paint standards.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.



SENIOR SIGNS & MARKING TECHNICIAN

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking or standing for extended periods of time*
- *operating assigned equipment*

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance.

Work overtime as operations require.

Experience and Training Guidelines

Experience: Experience in maintaining street signs including some pavement marking experience. **AND**

Training: High School diploma or equivalent to completion of the twelfth grade. **AND**

License or Certificate: Possession of an appropriate, valid Illinois Class B with air brake endorsement commercial driver license (CDL) or ability to obtain within six months of hire.

WORKING CONDITIONS

Travel from site to site; some exposure to dust and noise; heavy lifting, standing and climbing; work at heights; work outdoors and in inclement weather conditions.

COVID-19 Vaccination Requirements: As a condition of employment, all Village employees must be fully vaccinated against COVID-19 and must submit proof of vaccination or a completed exemption form. Those employees who are not fully vaccinated shall be required to participate in the Village's COVID-19 testing program and wear a mask at all times in the workplace except when actively eating or drinking.