



Sign Coordinator/Work Detail Supervisor (2420)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 12

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to perform security and work functions associated with overseeing the safety and security of inmates assigned to work detail involving the maintenance, replacement, and repair of traffic control and road signs in the County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

Incumbents in this classification are regularly assigned supervision of inmate workers and are responsible for their direction, productivity and safety. This classification performs the duties of Sign Coordinator to complete assigned work activities when not supervising inmates.

Typical Duties

Directs and oversees inmates assigned to sign maintenance, replacement, and repair work detail: picks up inmates assigned to work detail; monitors activities and behavior of inmates on continual basis; maintains inmate discipline; enforces established correctional facility rules and regulations; conducts head counts of inmates; and searches inmates, vehicles and grounds to locate/remove contraband or weapons.

Supervises and trains inmates maintaining, replacing and/or repairing road signs: assigns and reviews work; evaluates training needs and provides instruction; establishes and promotes worker morale and teamwork; monitors status of work in progress; inspects completed work; and returns inmates back to correctional facility upon completion of work detail.

Maintains, replaces and/or repairs traffic control and road signs: inspects traffic control and road signs; checks for legibility, reflectiveness, fading, damage, height, distance, rigidity, obstacles, safety issues, etc.; performs needed cleaning, repairs, or replacements; straightens or replaces sign posts; removes old and/or installs new signs and posts; cuts limbs and shrubs that block view of street signs; responds to emergency calls; and maintains records of work activities and completes work orders.

Ensures traffic control and road signs are in compliance with applicable transportation safety rules, regulations, laws and codes: and initiates any actions necessary to correct deviations or violations.

Adheres to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; flags and directs traffic and places markers, signs and cones around project/work site to ensure safety of crew and the traveling public; and follows safety practices and wears protective gear; and initiates any actions necessary to correct deviations or violations.

Determines amount of materials assigned projects: gathers materials, equipment, and supplies to complete work assignments; monitors inventory levels of parts, equipment, tools or supplies; initiates orders for new or replacement materials; and receives/distributes incoming supply shipments.

Performs general cleaning/maintenance tasks necessary to keep machinery, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning shop and work areas: monitors equipment operations to maintain efficiency and safety; and reports faulty equipment as needed.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by two years of experience in maintaining and installing road signs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia Commercial Driver's License (CDL), including appropriate endorsements. Must possess and maintain Correctional Officer certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019