

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Street

Position: Paint & Sign Technician

Scheduling: 40 hours per week

FLSA Status: Non-exempt (Hourly)

Date of Announcement: April 24, 2018

Application Deadline: Until position is filled

Under the direction of the Assistant Street Commissioner, the paint and sign technician will perform the functions listed below.

Essential Duties and Responsibilities (not all inclusive):

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Prepares traffic sign layouts and production.
- Replaces and repairs traffic signs.
- Plans layouts for traffic markings.
- Completes work orders daily on department computer for all paint and sign work performed, including actual time spent on each project.
- Prepares roadways and curbs for painting; paints traffic markings and curbs.
- Repairs, rebuilds, cleans, and maintains departmental equipment.
- Completes work orders for Engineering Dept., Police Dept., Street Commissioner and Clerk-Treasurer.
- Performs snow plowing and salting/sanding routines during winter operations.
- Maintains and reports inventory of required supplies.
- Maintains buildings, grounds, and shop; cleans trucks and equipment.
- Hauls dirt, concrete, hot mix, cold mix, gravel, etc.
- Mows and trims grass; cuts and trims bushes and trees; picks up trash, brush, and dead animals.
- Patches roads, alleys, and parking lots.
- Responds to emergencies; on call 24-hours using a city-provided cell phone.
- Performs duties for special events such as parades, running events, etc.
- Maintains flasher barricades.
- Provides assistance to other employees as necessary.
- Works leaf pick-up program.
- Performs other related essential duties as assigned.

Minimum Training and Experience Required:

- High school graduate or equivalent and one to two years relevant work experience; or any equivalent combination of education, training and experience.
- Class B CDL, must obtain within 59 days.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools including post pounder, backpack blowers, bucket truck, line strippers, push pattern sprayer, trucks, grinder, drill presses, power tools, hand tools, paint shakers, drafting tools and other tools of the department.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.
- Ability to perceive and discriminate colors, sounds, tastes, textures, odors, and shapes.
- Ability to operate sign layout computer program, cut film and make appropriate signs as needed.

- Ability to work unsupervised and to supervise those assigned to assist paint and sign operation, while following the direction of Assistant Street Commissioner or designee.

Language Ability and Interpersonal Communication:

- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between departments.
- Ability to communicate effectively

Environmental Adaptability:

- Ability to work effectively in a shop environment and outdoors being exposed to extreme weather conditions.

Rate of Pay:

Teamster Category B as designated by current salary ordinance.

Starting Pay: \$19.88

Work Hours: Monday through Friday, 7 am - 3:30 pm and as needed for emergencies.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free