



Office of Human Resources  
Traffic Signs & Markings Inspector - CJ3165  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs full performance inspections over various aspects of roadway signing and pavement marking installation, modification and improvement projects to ensure compliance with pertinent codes, standards, plans and specifications. Responsibilities include providing technical direction to consultants and contractors, assisting in overseeing installation of transportation infrastructure assets and aiding in the development of plans and specifications.

### Distinguishing Characteristics

The Traffic Signs & Markings Inspector is distinguished from the Traffic Operations Technician series which installs, constructs, maintains and repairs traffic control signs and pavement markings.

### Level of Supervision Exercised

None

### Essential Duties

Performs complex inspection work to ensure compliance with City, State and Federal standards and guidelines and enforces compliance by monitoring and re-inspecting work to ensure compliance.

Reviews transportation infrastructure improvement projects specific to signs & marking; provides information concerning construction plans and specifications; provides technical direction to field consultants and contractors.

Oversees contractors in the removal and/or installation of roadway signing and pavement markings.  
Oversees contractor application and installation of temporary traffic control relating to project.

Coordinate with other City agencies and departments to avoid project conflicts.

Assists in the resolution of difficult or unusual roadway conditions involving the installation of transportation infrastructure assets.

Prepares a variety of technical reports and correspondence.

Collects Geographical Information System (GIS) data for all transportation infrastructure assets replaced or installed on the project for inclusion in the Departments Enterprise Asset Management System (EAM).

Prepares for and attends pre-construction meetings concerning transportation infrastructure projects specific to signs and marking.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

### **Knowledge & Skills**

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance.

### **Education Requirement**

Graduation from high school or possession of a GED, HiSET or TASC Certificate

### **Experience Requirement**

Five (5) years of experience in the installation, construction, maintenance and repair of traffic control signs and pavement markings.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.  
Requires IMSA Signs & Markings Level II Certification at time of application.  
Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.  
Subject to varying and unpredictable situations.  
Subject to: traffic, roadways, and pedestrians.  
Temperature Changes: Variations in temperature from hot to cold when works in the field.

### **Level of Physical Demand**

3-Medium Work (20 - 50 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Carrying: transporting an object; usually by hand, arm, or shoulder.  
Crouching: bending body downward and forward by bending legs.  
Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working the hand(s).  
Handling: seizing, holding, grasping, or otherwise working with fingers.  
Hearing/Talking: Hear and determine direction of sound.  
Kneeling/Crouching: Kneel and crouch in locating and capture of animals.  
Kneeling: bending legs to come to rest on one or both knees.  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person  
Pushing/Pulling: Push/pool animals, kennel, equipment, etc.  
Pushing: exerting force upon an object so that the object is moving away from the person.  
Standing: remaining one one's feet in an upright position.  
Stooping: Bending the body by bending the spine at the waist.  
Talking: Expressing or exchanging ideas by means of spoken words  
Vision Near acuity: ability to see clearly at 20 inches or less.  
Walking: moving about on foot.

### Background Check Requirement

Criminal Check  
Employment Verification  
Motor Vehicle Record  
Licenses/Certification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-618  
**FLSA Code:** N  
**Established Date:** 4/28/2019  
**Established By:** AD  
**Revised Date:**  
**Revised By:**  
**Class History:**