

Job Title: Sign Foreman
Department: Public Works
Classification: Grade 8
Reports to: Maintenance superintendent
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM 8:00 AM – 4:30 PM
Telecommute: No
Union: Yes
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 01/2025

Nature of Work:

This position manages in the installation, maintenance, and documentation of signs, mailboxes, and traffic control devices and leads assigned staff to accomplish the organizations objectives. As well as the maintenance of roads, bridges, parks, trails, and county owned facilities. This position works independently or as part of crew and is responsible for carrying out specific duties of the Morrison County Public Works Department.

Communicates with:

Internally – All Public Works staff.

Externally – Public.

Supervision:

Maintenance Sign Technician

Essential Work Functions:

- Performs sign layout, traffic control layout and utility locates in accordance with the MN MUTCD and other applicable guidelines and statutes.
- Performs and participates in traffic control work zone operations including placing, moving, and removing signs and barricades, flagging; ensuring work zone operations meet the MN MUTCD and other applicable guidelines.
- Manages material inventories, procures materials, and prepares signs and other materials for installation.
- Directs and assigns work to Maintenance Sign Technician.
- Operates heavy and light commercial sign installation equipment.
- Performs manual sign installation tasks and utilizes hand and power tools.
- Performs preventative equipment and building maintenance; washes trucks and equipment; cleans and maintains facilities and equipment; assists in the mechanical repair of facilities and equipment; performs checks of equipment's oil, water, and air levels.
- Operates heavy and light equipment performing snow and ice removal in an efficient and safe manner.
- Completes various reports and reviews documents, including truck and trailer inspection sheets, safety data sheets, timecards, inventory sheets, maps, material safety data sheets, vehicle repair sheets, inventory sheets, load sheets, fuel consumption sheet, job evaluation reports, hazardous chemical safety program reports, accident reports, injury reports, disposal and incident response forms, and vehicle maintenance reports.
- Attends and participates in Traffic Control job-related workshops, seminars, and trainings; as well as safety, competent person, work zone, fire, first aid, CPR and other job-related workshops, seminars, and trainings.

Other Work Functions

- Performs related work as required.

- May perform duties of a Maintenance Technician.

Minimum Qualifications of Education and Experience:

- Requires High school degree or GED.
- Three (3) years of relevant experience, (1) year related to traffic control.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Class A commercial driver's license and tanker endorsement.
- Understanding of the organization's goals and objectives.
- Follows workplace safety rules and notifies management of observed risks in a timely manner.
- Ability to interpret and follow technical guidance including the MN MUTCD.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and ability to learn job-related software.
- Good interpersonal skills and ability supervise staff.
- Excellent organizational skills and attention to detail.
- Highly self-motivated and directed.
- Ability to work early morning starts, extended hours and being called for unscheduled work and
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to follow policies and procedures, including established departmental dress code and safety requirements.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling				X
Typing/data entry		X		
Talking, hearing				X
Close and distance vision				X
Heavy (Over 60 pounds of force)			X	
Challenging or threatening behaviors			X	
Hazardous physical conditions				X
Atmospheric Conditions				X
Travel				X
Hazardous materials			X	
Extreme temperatures				X
Environmental				X
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____