



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Sign Shop Worker

DEPARTMENT: Fleet Services

FLSA Status: Non-Exempt

HOURS: 7:00 a.m. 3:30 p.m.

SALARY RANGE: \$10.16 - \$15.26/ hr

LEVEL: 10

Creates, installs and inspects parish signs and traffic control devices.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

Inspects roads for missing, dislocated or damaged signs. Installs road signs in accordance with guidelines set forth in the Uniform Traffic Control Device Manual.

Creates signs using manual and computerized methods.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

High School Diploma or GED equivalent is required.

Ability to read, comprehend and apply procedures as described in the Uniform Traffic Control Device Manuals. Ability to follow oral and written instructions.

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to work in all types of weather. The employee must be able to climb in, out and on truck, and be able to manipulate objects weighing up to fifty (50) pounds, and lift such objects above head high.