



## Travel Information Council

# Sign Program Technician Salem

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**OPENING DATE/TIME:** 02/25/19

**CLOSING DATE/TIME:** 03/11/19 4:00 p.m.

**SALARY:** \$18.02 - \$27.20 per hour (\$3,123 - \$4,713 per month)

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Travel Information Council

This posting is for one (1) full-time position based in our Salem office, with 40-50% overnight travel required to sign locations throughout Oregon. Some overtime hours required. TIC sign program technicians work weekdays, and often spend 1-6 hours per day traveling by work vehicle (generally with another crew member) to and from job sites. Work involves frequent intense, heavy physical labor, working on ladders at heights up to 20 feet and in all weather conditions and uneven terrain. Approximately one day per week is spent in the Salem office to attend meetings, complete reports, etc.

**The Sign Program** serves Oregon travelers through permitting, installation and maintenance of signs and historical markers statewide. Most travelers through Oregon can recall seeing the iconic blue highway logo signs and historical markers, which help form positive impressions of Oregon. Typically, signs are located near a freeway exit or along a highway, and call attention to essential services (gas, food, lodging, camping and attractions).

**ABOUT THE AGENCY:** TIC is a semi-independent state agency overseen by a council composed of eight appointees of the Governor and one member of the Oregon Transportation Commission. Its mission is to create a great visitor experience by providing direction to destinations, connecting travelers with Oregon's resources, and ensuring safe and convenient travel. The agency has approximately 50 FTE in the central office and rest areas statewide. If you would like more information about TIC, go to: [www.oregontic.com](http://www.oregontic.com).

### WHAT'S IN IT FOR YOU:

- Comprehensive medical, dental, and vision plans for the employee and qualified family members, including \$5,000 in employee basic life insurance.
- Paid sick leave, vacation, personal leave and 10 paid holidays per year.

- Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP). Upon eligibility to participate, employees pay 6% through payroll deduction each month.

## **DUTIES & RESPONSIBILITIES:**

The primary purpose of the Sign Program Technician is to install and maintain highway and other signs and structures according to work orders, plans, specifications and directions using hand tools, power tools, crane, excavator/auger, pneumatic equipment, and hand digging. Perform repair and maintenance on existing signs and Info Center structures as needed. Apply creative problem solving to unanticipated situations. Support agency Heritage, Historical, Rest Area and other divisions as needed.

### **Sign Installation and Maintenance:**

- Work effectively as part of a team in often adverse weather conditions, along highways and other roadways, to provide assistance and perform sign installations, removals, repairs and maintenance; make adjustments on-site as needed.
- Frequent intense, heavy physical labor, lifting and carrying 50 pounds or more, for extended distances and on uneven ground.
- Extensive use of ladders at heights approximately 5'-20' above the ground, and on uneven ground.
- Use of post and step mounted ladder to remove signs and install signs on teles bar and wood posts, on uneven ground.
- Review work orders for completeness and clarity; calculate needed supplies; ask questions to resolve issues. Report completion of projects for entry into data system.
- Take photos and record GPS coordinates of completed installations to submit with completed crew orders; prepare daily log reports.
- Assist with on-site reviews, range distance and record distances between signs; measure vertical and horizontal distances around signs, and steel post sizes, and shoot grade and cross sections. Set and mark locate stakes; order utility locates; operate navigational equipment.
- Assist with washing and maintaining vehicles, equipment, and tools.
- Assist with surplus signs and supply inventories.
- Assist in sign inspections for condition and reflectivity.
- In all types of weather, clean signs with a pole brush, and remove tree limbs and brush with pole-mounted saws, pruners and chainsaw.
- Safely operate a chainsaw, hand tools, pneumatic equipment, crane, and excavator/auger.
- Use onsite flagger training.

### **Other Duties:**

- Other duties as assigned, to meet business needs, including use of computer and smart phone to read and compose email, schedule tasks and appointments, complete and submit reports, etc.

## **MINIMUM QUALIFICATIONS:**

- Six months' experience and demonstrated proficiency in the following:
  - operating heavy or light motorized equipment
  - using hand and power tools, including those associated with vegetation removal, working on and grading uneven terrain, and locating utility systems
  - minor servicing of equipment
  - basic carpentry, painting and grounds keeping tasks, and
  - applying safety procedures.
- Ability to safely climb ladders and work at heights up to 20 feet above the ground and on uneven ground.
- Ability to safely lift and carry 50 pounds or more for extended distances and over rough terrain.
- Ability to follow written and verbal instructions to accomplish tasks.
- Ability to accurately record and report information.
- Ability to maintain composure and take appropriate action while providing excellent customer service.
- Skill in the use of a personal computer and smart phone.

## **ADDITIONAL INFORMATION:**

### **Driver License:**

*You must have and maintain a valid driver license and an acceptable driving record. Once hired, you will be required to obtain and maintain First Aid/CPR and ODOT Flagger certifications from an agency-accepted certification authority.*

This position requires you to possess and maintain a current valid and unrestricted license to drive issued by the state of residence. If you are applying from out of state, at the time of interview you will be required to present a copy of your driving record from the state in which you hold a current license to drive. If you are selected for this position, you must have and maintain a current valid license to drive issued by the state where you reside at the date of hire.

### **Criminal Records and Driving Record Check:**

Employment is contingent on the outcome of a criminal records and driving records check, which may require fingerprints (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

### **Work Authorization:**

Travel Information Council does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Homeland Security's Form I-9, confirming authorization to work in the United States.

### **Protect Your Confidential Information:**

To protect your confidential information, please redact (black out) your Social Security number on all documents before attaching them to your application.

## **HOW TO APPLY:**

In an attachment by email to [hr@oregontic.com](mailto:hr@oregontic.com), submit both a resume that includes dates, locations and job duties of your current and prior employment and the completed supplemental questionnaire, below. The resume must include work experience that supports how you meet the minimum qualifications and requested skills and support the answers you gave in the supplemental questionnaire.

**Veterans' Preference:** Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, attach appropriate documentation as outlined by the Department of Administrative Services at the following website <http://www.oregon.gov/jobs/Pages/Vet-resources.aspx> or you may call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

***All application materials must be received by the closing date and time posted on this announcement to be considered.***

Only those candidates who meet the qualifications and with work experience most closely matching the qualifications for this position will be invited to an interview.

## **Special Information:**

- All TIC employees are employed "at will," which means that TIC employment may be terminated by the employee or TIC, at any time for any lawful reason, with or without cause, and with or without advance notice. You may also resign your employment with TIC at any time.
- Be sure to attach all required documentation listed above. Failure to attach the required documentation may result in your application being removed from consideration.
- The compensation on all announcements may change without notice.
- Travel Information Council is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity.

## **Questions?**

If you have questions about the recruitment and selection process (e.g., supplemental questions, clarification of job announcement information), please email [hr@oregontic.com](mailto:hr@oregontic.com).

**Visit our agency website at:** <http://oregontic.com>

**Our office is located at:** 1500 Liberty St. SE, Suite 150, Salem, OR 97302