



## Travel Information Council

# Sign Program Technician Salem

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<b>OPENING DATE:</b>	05/09/2022
<b>CLOSING DATE/TIME:</b>	Open until filled; may close at anytime
<b>SALARY:</b>	\$18.05 - \$27.25 per hour
<b>Note:</b>	If successful candidate is PERS qualifying, salary range will reflect additional 6.95%.
<b>JOB TYPE:</b>	Full-time (40 hours per week) Permanent
<b>LOCATION:</b>	Salem, Oregon
<b>AGENCY:</b>	Travel Information Council

This posting is for two (2) full-time entry level positions 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 60 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 \$10,000 in employee basic life insurance.
- Paid sick leave, vacation, personal leave and 11 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.

#### **Examples of Duties - Essential Functions**

- Provides assistance and performs sign installations, removals, repairs and maintenance; make adjustments on site as needed.
- Works effectively as part of a team; in often adverse weather conditions; and along highways and roadways.
- Performs frequent intense, heavy physical labor, lifting and carrying 50 pounds or more, for extended distances and on uneven ground.
- Uses ladders extensively at heights approximately 5'-20' above the ground, and on uneven ground.
- Uses post and step mounted ladder to remove signs and install signs on teles bar and wood posts, on uneven ground; at times performs form work and pours concrete for sign installation.
- Reviews work orders for completeness and clarity; calculates needed supplies; and asks questions to resolve issues.
- Reports completion of projects for entry into data system.
- Takes photos and records GPS coordinates of completed installations to submit with completed work orders; prepares daily log reports.
- Assists with on-site reviews, range distance and record distances between signs; measures vertical and horizontal distances around signs, and steel post sizes, and shoots grade and cross sections.
- Sets and marks locate stakes; orders utility locates; and operates navigational equipment.
- Assists with washing and maintaining vehicles, equipment and tools.
- Assists with surplus signs and supply inventories.
- Assists in sign inspections for condition and reflectivity.
- In all types of weather, cleans signs with a pole brush, and removes tree limbs and brush with pole-mounted saws, pruners and chainsaw.
- Safely operates a chainsaw, hand tools, pneumatic equipment, crane, and excavator/auger.
- Uses on-site flagger training as needed to complete tasks.
- Performs other duties as assigned to meet business needs, including using computer and smartphone to read and compose e-mail, schedule tasks and appointments, complete and submit reports, etc.
- 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.

#### **Education and Experience:**

- High school diploma or GED;
- AND six months' experience and demonstrated proficiency in:
  - 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 and
  - Applying safety procedures
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

**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.

Knowledge of: Utility systems and/or carpentry, painting and related construction skills; computer programs including Word, Outlook and Excel.

Skills: Excellent time management; use of personal computer and smart phone; safe operation of tools and equipment.

Ability to: Safely climb ladders and work at heights up to 25 feet above the ground and on uneven ground; safely lift and carry 50 pounds or more for extended distances and over rough terrain; work with forms and concrete; follow written and verbal instructions to accomplish tasks; accurately record and report information; maintain composure and take appropriate action while providing excellent customer service; work effectively as part of a team; operate hand and power tools; prioritize and meet deadlines; operate a large motor vehicle safely and for extended periods of time; read and interpret measurements and technical drawings.

**Physical Demands of Position:** Works in, on and around buildings, facilities and grounds, inside and outside in all weather conditions; uses vision and hearing, manual dexterity, communication and motor skills to perform duties; traverses up and down inclines, over rough, uneven and slippery terrain or paved surfaces; maneuvers objects weighing at least 50 pounds; uses ladders at heights approximately 5'-20' above ground, reaches above shoulder level, and works on hands and knees; bends, stoops, crouches, kneels, climbs, twists, pushes and pulls in regular performance of duties. This position requires both verbal and written communication abilities, and the ability to sit and drive a vehicle for lengthy periods of time.

**Working Conditions:** While performing the duties of this position, the employee is primarily working outdoors; works in, on and around highways and roadways, buildings, facilities and grounds and in all weather conditions. May be exposed to environmental hazards, allergens, and odors standard to areas of assignment. May interact frequently with the public; may be exposed to hostile and offensive language and actions from the public. Travels statewide with occasional overnight travel required. A few hours per week are in a typical office environment, seated and working at a computer or attending meetings.

**HOW TO APPLY:**

- Please email your resume and cover letter to [hr.tic@tic.oregon.gov](mailto:hr.tic@tic.oregon.gov).
  - The resume must include work experience that supports how you meet the qualifications for this position.
  - The detailed cover letter should clearly state how you meet the qualifications and skills required, and why you are interested in this position.

The application process is not complete until you have submitted a resume and cover letter. It is important that detailed information regarding education and experience is included in your resume. Until this information is submitted, we are unable to give you consideration for the position.

**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.

**Criminal Records Check:** Employment is contingent on the outcome of a criminal records check which could result in the withdrawal of the offer or termination of employment.

TIC employees are employed "at will," which means that your 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.

***Oregon Travel Information Council is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity***