



# Travel Information Council/ Oregon Travel Experience **Sign Field Technician Salem**

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**OPENING DATE/TIME:** 12/04/18

**CLOSING DATE/TIME:** 12/26/18 8:00 a.m.

**SALARY:** \$16.85 - \$25.42 per hour (\$2,920 - \$4,406 per month)

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Travel Information Council/Oregon Travel Experience

**ABOUT THE AGENCY:** OTE 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 OTE, go to: [www.ortravelexperience.com](http://www.ortravelexperience.com).

**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).

This posting is for one (1) full-time position based in our Salem main office location, with 40-50% overnight travel required to job sites throughout the state. Some overtime work hours required as needed. OTE sign operations personnel generally work weekdays, and often spend 1-6 hours per day traveling by work vehicle (generally with another crew member) to and from job sites through Oregon.

## **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).

## **DUTIES & RESPONSIBILITIES:**

The primary purpose of the Sign Field 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 independently and 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. Required ability to safely lift and carry 50 pounds or more.
- Receive and read work orders and review them for completeness and clarity; calculate needed supplies; ask questions to resolve any issues. Report completion of projects for entry into the data system.
- Range distance and record; take photos and record GPS coordinates of completed installations to submit with completed crew orders; prepare daily log reports.
- Assist with on-site reviews, measuring distances between signs, measuring vertical and horizontal distances around signs, measuring steel post sizes, and shooting grade and cross sections. Set and mark locate stakes; record GPS coordinates; order utility locates; operate navigational equipment.
- Assist with maintaining vehicles, equipment, and tools.
- Assist with sign 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.
- Operate a chainsaw, hand tools, pneumatic equipment, crane, and excavator/auger.
- Accurately use measuring equipment.
- Use ladder at heights approximately 5'-20' above the ground.
- Use flagger certification training as needed to complete sign repair and installation tasks.

### **Other Duties:**

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

## **QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

### **Minimum Qualifications:**

- Six months' experience in operating heavy or light motorized equipment, using hand and power tools, performing minor servicing of equipment and applying safety procedures.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in the use of a personal computer.
- Skill in following direction concerning work procedures to accomplish different and varied tasks to achieve goals as part of a team.
- Skill in the safe use of tools, material and equipment including those associated with vegetation removal, working on and grading uneven terrain, and locating utility systems.
- Skill in performing basic carpentry, painting, and grounds keeping tasks.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally charged situations.

### **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:**

Oregon Travel Experience 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@oregonte.com](mailto:hr@oregonte.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.***

Application materials will be reviewed for communication at a professional level with attention to proper grammar, spelling, and punctuation. Only those candidates who meet the qualifications for this position and with work experience most closely matching the requested skills of this position will be invited to an interview.

### Special Information:

- All TIC/OTE employees are employed "at will," which means that your OTE employment may be terminated by the employee or OTE, at any time for any lawful reason, with or without cause, and with or without advance notice. You may also resign your employment with OTE 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 further consideration.
- The compensation on all announcements may change without notice.
- Oregon Travel Experience 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@oregonte.com](mailto:hr@oregonte.com).

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

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

# Sign Field Technician Supplemental Questions

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Which of the following best describes your highest level of education?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree or higher
- None of the Above

2. Which of the following best describes your experience in operating heavy or light motorized equipment, using hand and power tools, performing minor services of equipment, AND applying required safety procedures? If you have part-time work experience, please select the answer that is equivalent to full time.

- Less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years or more
- None of the above

3. Describe how you gained your experience in operating heavy or light motorized equipment, using hand and power tools, performing minor servicing of equipment, and applying safety procedures. Include the type(s) of work environment and any tools used to perform your duties. If you do not have this experience, enter NA

4. The duties of this position require the incumbent possess a valid driver's license and acceptable driving record. An acceptable driver license is a regular, temporary, or commercial license that is lawful, current, and valid. It must be issued by the state or country where the employee actually resides. It must be legal to use in the jurisdiction where the driver is driving. Do you possess a valid, unrestricted motor vehicle operator's license as described above?

- Yes
- No

5. From the following duties/tasks, select all of those you have performed (Your answers must be demonstrated in the work experience section of your employment application. If we cannot verify your responses in the work experience section of your application, your application may be removed from consideration.):

- Communicating with the public to obtain needed information.
- Providing factual information based on observation, knowledge, and understanding.
- Using common courtesy while communicating with others.
- Maintaining composure and taking appropriate action during an emergency or emotionally charged situation.
- Using a personal computer, smart phone and apps to communicate and gain information.
- Following direction concerning work procedures to individuals to achieve goals.
- Skill in the safe use of tools, material and equipment including those associated with vegetation removal, working on and grading uneven terrain, and locating utility systems.
- Performing basic outdoor plumbing, carpentry, painting and grounds maintenance.
- None of the above.

6. Describe how you gained the experience performing each of the skills you selected in the previous question. If you did not indicate that you had experience in any of the skills listed in the previous question, enter NA.

7. Which of the following computer application programs do you have experience and proficiency using? Check all that apply.

- Microsoft Word
- Other word processing program
- Microsoft Excel
- Other spreadsheet program
- Microsoft Outlook
- Other email and calendar scheduling program
- None of the above

8. Describe your experience providing customer service to members of the public in a difficult situation. What was the outcome, and would you have done anything differently? If you do not have this type of customer service experience, enter NA below.

9. Describe your experience working in a team-based environment, as part of a small crew charged with accomplishing specific and variable tasks.

**Note:** The information in your resume must support your responses to the above questions to be considered.

Failure to complete all the required sections and/or attach all the required documentation may result in your application being removed from consideration.

- I have demonstrated my work history in my answers as well as the work history section of my application and attached all necessary documents.