



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Pct. 3 Commissioner's Office	JOB GRADE:	6
JOB TITLE:	Sign Technician	HOURLY SALARY:	\$19.36
LOCATION:	1130 Pruitt Road, Spring, Tx	CIVIL SERVICE:	Yes
SHIFT HOURS:	Generally, 7:30 a.m. to 4:30 p.m. weekdays. Night, weekend, emergency hours as well.		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

- High school diploma or GED
- Ability to safely/effectively operate work truck
- Basic computer, math and measuring skills
- Ability to lift/carry heavy material
- Perform sustained physical labor in various weather conditions
- Capable of reading/interpreting documents, such as safety, operating and maintenance instruction and procedure manuals
- Valid Texas driver's license
- Ability to operate small power tools, hand tools
- Verbal and written communication skills
- Capable of climbing ladder
- Take certification courses, as needed
- Knowledge of or ability to learn to operate sign-making equipment, such as laminator and printer

Primary Job Duties

- Fabricate, install, repair, maintain and replace traffic signs and related signage
- Respond to work orders in timely manner
- Repair/replace barricades and other traffic control devices
- Work all natural disasters
- Any other duties of the Precinct 3 Commissioner's Office necessary to serve residents and the county
- Prepare, modify and relocate signs as instructed by supervisor
- Track inventory of materials for signs/printing
- Maintain records on work completed/materials
- Represent Montgomery County and Precinct 3 in a professional manner
- Support/assist all Precinct 3 operations, including road & drainage crew, recycling center, community centers and nature center

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	614-2510-1	Requisition No:	3189
Date Posted:	11/22/2022	Equal Employment Opportunity Employer	