

QUALIFICATIONS:

Education: Grade 12 diploma.

Experience: A minimum of two years of experience with general maintenance work involving a variety of tools and tasks. A working knowledge of Windows-based software. Must have Traffic Control Certification within 6 months of hire.

Knowledge and Skills: Considerable knowledge of the methods and techniques involved in sign installation and thorough knowledge of the use of applicable materials tools and equipment for maintenance, fabrication and installation. Knowledge of safe traffic control operations and of the provincial Traffic Control Manual for Work Roadways. Demonstrated ability to deal courteously & tactfully with the public. Demonstrated ability to use sign materials and operate related equipment in a safe and efficient manner. Ability to perform skilled manual tasks in an efficient manner. Ability to perform semi-skilled repairs and maintenance to equipment used in Sign Shop. Ability to recognize, report and/or rectify actual and potential safety hazards. Ability to supervise and train unskilled and semi-skilled employees engaged in related sign fabrication and installation activities. Ability to perform accurate and high quality work. Ability to maintain computerized records related to sign shop activities. Ability to maintain records and prepare reports. Demonstrated judgment and sound problem solving abilities. Ability to understand and effectively carry out oral and written instructions with a minimum of supervision. Ability to work within, and contribute to, a proactive team environment. Ability to build and maintain positive, cooperative working relationships with other City employees. Excellent interpersonal skills to deal with internal customers, contractors, suppliers and the public. Demonstrated knowledge of computer programs in a Windows-based environment. Sufficient physical strength and stamina to perform the required duties. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license:	Full Privilege Class 5
Vehicle Usage:	Yes – City owned vehicles
Police Information Check:	N/A
Baseline Hearing Test	Yes

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