

SIGN MAKER

DISTINGUISHING FEATURES OF THE CLASS:

This is a position responsible for the fabrication of signs and the routine maintenance of the sign shop. The work involves the use of prescribed work methods and materials and is under the direct supervision of a higher level employee with minimum leeway allowed in the completion of work assignments. Supervision over others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Lays out and produces street and traffic signs in accordance with state and federal regulations, using computer based technology and sign printing machines;
2. Works with County departments and municipalities to layout and produce various signs for buildings, grounds, rail trails, parks and other facilities;
3. Ensures proper tools and processes are utilized to guarantee accurate signs are being made with appropriate graphics and materials;
4. Maintains a sufficient and economic inventory of materials and supplies;
5. Maintains a sufficient inventory of highway construction signs;
6. Keeps a log of installed County signs;
7. Cleans and maintains equipment and shop area;
8. Contacts vendors to request service or to resolve problems;
9. Attends vendor training as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of traffic sign requirements and regulations;
Knowledge of sign making equipment and techniques;
Ability to perform routine clerical procedure;
Ability to operate radio communications equipment;
Ability to maintain an economical inventory of supplies and signs;
Ability to communicate effectively and clearly both orally and in writing;
Ability to learn and utilize new software, techniques and technologies that aid in the process of sign making;
Ability to keep a shop area in a clean and orderly condition;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

ADOPTED: 01/01/78

REVISED: 07/01/91 11/01/2017