

## **SIGN MAINTENANCE SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the maintenance of city owned buildings and also for the operation of the sign department which involves responsibility for supervising and performing the fabrication, lettering, and installation of street signs and painting of street markings. An employee in this class will also be responsible for the maintenance of HVAC systems and monitoring the work of contractors. Work is performed under the general supervision of the Superintendent of Public Works. Supervision is exercised over the work of a crew of subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in the layout, lettering, painting, and installation of traffic and other signs;
2. Supervises and participates in marking out and painting of center stripes, curbs, and cross walk boundaries;
3. Performs repairs and secures contractors for city buildings;
4. Maintains the HVAC systems in all city buildings;
5. Monitors contracted work, including the cleaning contract to ensure that work is being done properly and efficiently;
6. Mark and number vehicles and other equipment;
7. Operates and maintains a stockroom;
8. Inspects installed signs for damage or vandalism and schedules and performs repairs or replacement;
9. Keeps inventory of signs and other materials and requests new supplies as needed;
10. Participates in snow and ice control operations;
11. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the common practices, tools, terminology, and accident precautions of sign fabrication, installation, and maintenance and street marking; ability to plan and supervise the work of others; ability to work outside in inclement weather; ability to operate a stockroom; ability to follow oral and written instructions; manual dexterity; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Three (3) years of experience in sign painting and maintenance.

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ADOPTED: 02/16/79