

## SIGN SHOP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work that involves responsibility for supervising and participating in the fabrication, layout, installation, maintenance, inventory and repair of municipal road signs. The incumbent is responsible for planning and implementing a sign fabrication program. The incumbent plans and lays out work, estimates materials and costs. Plans out assigned public works projects, and has final responsibility of the successful, efficient and timely completion of assigned projects. The work is performed under the general supervision of a higher-level public works supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Individual tasks are typically specified by guidelines and standards. The incumbent is fully proficient in the skills and practice of the trade, with full knowledge of the principles, tools and techniques. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)Supervises and participates in the fabrication, layout, installation, maintenance, inventory and repair of municipal street/road and bridge signs, including traffic signs, construction and detour signs, information and directional signs which includes measuring bridges and marking out locations for Dig Safe New York prior to installing signs; Sets up and operates equipment such as power metal shears, drill press, hand drill, forklift, truck crane, welder and torches; Prepares surfaces of sign blanks for application of reflective material and letters; Sign faces can be either heat or pressure sensitive materials; Operates a computerized system to detail signs prior to sending to computerized controlled cutter; Working from oral and or written instructions, apply background material and lay out sign text from sketches and/or written descriptions for specialized signs; Maintain an adequate inventory of standard, frequently used signs and sign fabrication and erection supplies; Erect and maintain signs in accordance with the MUTCD and other NYS and federal regulations giving consideration to other highway maintenance activities, sign visibility and other physical features; Performs annual sign retro-reflectivity inspection; Maintain an accurate computerized record of all highway signs on County highways and County bridges in the County which may include location, type of sign, date installed, updated or removed, sign demographics, etc.; Records shall be kept by road, and in diary; Make a quarterly report to update sign database, the update shall cover all sign activity for the quarter; Operates and maintains the sign truck to inspect, repair, replace highway signs on a regular basis; Inspects roads after motor vehicle accidents for proper signage, possible repairs, and takes pictures for future reference; Coordinates with Deputy Commissioner, General Highway Supervisors and Crew Supervisors for need of road/bridge closures, detour routes and work zones, etc.; Lay out, install and maintain detour signs, construction work zones which may include variable message boards, temporary traffic lights, beacons, etc.; Inspects roads for conditions that may need some type of warning signs. Does other work as assigned.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the procedures, techniques and materials used in layout, fabricating, installing, inventorying and repairing signs; Good knowledge of the requirements relating to highway signs contained in the Federal Manual of Uniform Traffic Control Devices and the NYS Supplement; Working knowledge of other maintenance activities and their relationship to sign placement; Ability to weld and cut using gas and electric welders/torches; Ability to read and interpret the Federal MUTCD and the NYS Supplement; Ability to follow simple oral and written instructions; Good color perception; Good motor hand and eye coordination; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND:

- A. Graduation from a regionally accredited or New York State registered two year college with an associate's degree in an engineering related field and two (2) years of experience in highway sign setup, design and installation; OR
- B. Four years experience in highway sign setup, design and installation; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's license at time of application. Valid Class B CDL Drivers License with Air Brakes at time of appointment and maintained during employment

Adopted: 10/20/16