



## CLASS SPECIFICATION

Class Code: 60008137  
Date Established: 07/1977  
Last Reviewed: 05/2025  
Last Revised: 05/2025  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### SIGN FABRICATOR

#### **DEFINITION**

Under general supervision, fabricates and installs signs for use throughout Washoe County; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of previous full-time experience in road maintenance or construction, road sign fabrication and installation, construction trades, or public works maintenance; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment and must be maintained for continued employment within this classification.

A valid Class A commercial driver's license (CDL) must be obtained within six months of appointment and must be maintained for continued employment within this classification.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Design and format sign layouts using computerized graphic software.

Use electronic equipment to collect and input field data, update sign layouts, and assess the condition, placement, and visibility of traffic signs and pavement markings to ensure compliance with Manual on Uniform Traffic Control Devices (MUTCD) standards.

Review and interpret work orders and project plans to determine signage requirements.

Prepare or provide input related to cost estimates for sign production, installation, and maintenance projects.

Inspect installed signs for damage, visibility issues, and compliance with MUTCD standards.

Repair and fabricate road signage.

Build and repair a variety of road and traffic control barricades according to safety specifications and department standards.

Mount finished signs on posts, install finished signs in concrete, and repair existing signs out in the field in accordance with the MUTCD (Latest Edition).

Operate and maintain shop equipment and hand tools including power saws, jackhammers, and other construction tools and equipment required for sign shop operations.

Apply paint and operate bead guns.

Stripe roads and highways using a highway striping truck and compressor.

Maintain equipment used in painting, striping roads, and fabricating signs in good working condition, and perform equipment repairs as necessary.

Respond to inquiries from the public, County departments, and external agencies regarding sign fabrication, installation, maintenance, and/or compliance with regulations.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Department/division policies and procedures.

Washoe County policies and procedures pertaining to the area of assignment.

Computer software specific to the department/division.

### **Ability to:**

Perform a variety of sign layout, building, and installation assignments.

Design and format signs using computerized graphic software, to include the use of a plotter.

Set up, maintain and take down traffic control devices, in accordance with the (MUTCD) (Latest Edition).

Operate a highway striping truck and compressor.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

General tools, equipment, materials, and methods used in the fabrication, building and installation of signs and other control devices.

General safe working practices involved in the installation and repair of traffic control devices and the use of general construction tools, equipment, and basic painting materials.

### **Ability to:**

Spray paint equipment and a variety of hand and power tools.

Operate a computer; effectively utilize specialized software and various standard software such as Word, Excel, PowerPoint, etc.

Prioritize and organize own workload to meet deadlines.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with those contacted during the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend and kneel. Ability to lift and move objects weighing up to 80 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions. Exposure to grease, lubricants, and construction materials.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*