



## CLASS SPECIFICATION

Class Code: 8138  
Date Est: 7/77  
Last Rev: 3/2001  
Last Title Chg: 1/90  
FLSA: non-exempt

### SIGN SHOP SUPERVISOR

#### **DEFINITION**

Under general supervision, provides supervision and work coordination for staff performing sign fabrication, repair and installation, and road striping; performs related work as required.

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

Two years full time paid work experience in sign fabrication and installation; OR one year of experience as a Sign Fabricator in Washoe County; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

Possession of a valid Class A Commercial Driver's License with a Hazardous Materials Endorsement is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform a variety of sign fabrication and installation and striping work assignments, as well as provide supervision and work coordination for staff. This class is distinguished from Sign Fabricator in that Sign Shop Supervisor incumbents have supervisory and work coordination responsibilities.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over sign shop workers and field crews responsible for striping roads and installing road signs.

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

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, and handling disciplinary problems.

Plan work procedures and establish priorities for constructing, installing, and repairing traffic signs and striping County roads.

Investigate complaints and requests from property owners and engineers on special projects.

Review plans of subdivisions and new construction projects for conformity to County regulations and requirements on signing and striping.

Advise contractors on work to be performed for the County; inspect work in progress.

Determine type and quality of materials required for projects and place orders with vendors.

Ensure proper storage of materials and inventory control.

Compile data on project time and materials, submitting reports to management.

Maintain and prepare reports and records, including sign inventory records.

Assist in the preparation of specifications of equipment and materials purchased for the Division.

Design sign layouts.

Use a heat applicator machine and computer graphics system in the fabrication and repair of signs.

Build and repair barricades.

Spray paint sign supports.

Mount finished signs on posts and install finished signs.

Stripe roads.

Maintain equipment in good working condition and perform equipment repairs as necessary.

Perform minor repairs on traffic light systems.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

#### **Knowledge of:**

Work policies and procedures of the Department and work unit where assigned.

Local vendors, materials pricing, and County purchasing procedures.

Regulations and requirements of the Nevada Department of Transportation, Federal Highway Administration, County Engineering Division, and the Americans with Disabilities act in relation to sign and striping design, layout, and installation.

#### **Ability to:**

Provide supervision, work coordination, and training for other staff.

Design, layout, and install striping and signs that comply with all pertinent rules and regulations.

**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 striping operations.

Techniques used in the handling, storage, and use of hazardous materials, machinery, and equipment used in striping and sign making.

Basic maintenance procedures associated with traffic and school light systems.

Inventory control methods and techniques.

Purchasing methods.

Safe work practices.

Principles of work coordination and training.

**Ability to:**

Use the heat applicator machine, spray paint equipment, cutting shears, and a variety of hand and power tools.

Estimate materials, time, and cost requirements for projects.

Understand and follow oral and written instructions.

Get along with fellow employees.

**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 75 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.*

Approved WERCCS Job Evaluation Committee

Date March, 2001