

DEPARTMENT: **HIGHWAY**
CLASSIFICATION: **NON-COMPETITIVE**
APPROVED: **JANUARY 28, 2026**

SIGN SHOP MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of semi-skilled tasks related to the production and installation of highway and other signage. The incumbent participates in the production and installation of highway signage and related materials within the sign shop. When assigned, may perform the duties of Senior Sign Shop Maintenance Worker in his/her absence. Work is performed under the direct supervision of the Traffic/Sign Supervisor. When available and assigned, performs Truck Driver duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Senior Shop Maintenance Worker in the production of highway and other signage;
2. Operates a variety of hand and power tools including: roller applicator, vacuum applicator, metal shears, power shears, punch press, drill press, power hacksaw, oxygen/acetylene cutting torches, arc welder, and various carpentry and other hand tools;
3. Maintains a daily record of work performed;
4. Maintains a record of road sign maintenance patrol(s) including re-location, repairs and replacement of regulatory signs;
5. Assists with installation of department traffic counters and equipment;
6. May direct unskilled personnel assigned to assist in sign maintenance, and sign erection;
7. Assists the Highway Operations Supervisor and others in sign shop safety procedures;
8. Participates in pavement marking installation and maintenance operations;
9. Assists in the erection and maintenance of all types of traffic control signage used on County highways;
10. Participates in snow and ice operations when required in positions qualified for;
11. Maintains inventory control records;
12. May assist with routine labor tasks and traffic control duties on highway maintenance projects when required;
13. Assists the Highway Operations Supervisor and participates in highway activities as needed;
14. When available and when assigned, performs the duties of Truck Driver.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of tools, techniques, methods and terminology used in sign production, maintenance, and installation; good knowledge of hand tools and their proper use; working knowledge of the Federal MUTCD (with New York State Supplement); skilled in the operation of oxygen/oxygen cutting torches and electric arc welding; ability to interpret the Federal MUTCD and apply it to the work; ability to read mechanical drawing; ability to make minor mechanical repairs on all sign maintenance equipment which includes air compressors (portable and stationary), post drivers, post pullers, assorted sign shop machinery; ability to operate all required equipment; ability to operate a medium duty truck; ability to maintain inventory control records; ability to follow written and oral instructions; ability to get along well with others; good mechanical aptitude; honesty; willingness to be on-call and to work varying shifts and weekends; willingness to work in inclement weather conditions; physical condition commensurate with the demands of the position;

PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent status as a Truck Driver in the Niagara County Highway Division immediately preceding date of appointment.

OPEN COMPETITIVE QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation from high school or possession of an equivalency diploma **and** two (2) years of full-time paid experience designing, making and installing signs; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication.

SPECIAL REQUIREMENTS:

Must possess a valid New York State Commercial Drivers License Class B and have one (1) year experience operating a heavy single unit truck over 26,000 lbs. GVWR at time of appointment and for the duration of employment.