

**DEPARTMENT:** HIGHWAY  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** OCTOBER 8, 2020

### **SENIOR SIGN SHOP MAINTENANCE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in planning and directing the production and installation of highway and other signage. The incumbent supervises and participates in the production of highway and other signage; manages the road sign inventory; and assumes responsibility for the sign shop and all related activities in the absence of the assigned supervisor. The work is performed under the general supervision of an assigned supervisor and the incumbent exercises general supervision over subordinates. Wide leeway is allowed for the exercise of independent judgment on the replacement of signage as well as the location. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Supervises and assists the set-up and production of highway signs and other material production in the sign shop;
2. Instructs and assists personnel in proper techniques of set-up and production of highway and other signage;
3. Ensures that production procedures and finished products conform to established safety and quality control standards;
4. Determines production priorities for the scheduling and filling of needed sign orders;
5. Assists in product research of new materials and/or production techniques which may increase productivity and performance in the sign environment;
6. Performs difficult production tasks requiring substantial skill in metal fabrication, silk screening, computer based sign production, layout and design;
7. Supervises the maintenance of the sign shop, traffic counters, traffic control devices, and related fabrication tools and equipment;
8. Participates in pavement marking installation and maintenance operations;
9. Supervises and assists in the erection and maintenance of all types of traffic control signs used on county highways;
10. Participates in snow removal operations when required in positions qualified for.

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

Thorough knowledge of tools, techniques, methods, and terminology used in sign and metal fabricating shops; thorough knowledge of paints, primers, finishes and their proper application; good knowledge of mechanical drawing; working knowledge of the Federal MUTCD (with New York State Supplement); skilled in the operation of oxygen/acetylene torches and electric arc welding; supervisory skills; ability to interpret the Federal MUTCD and apply it to the work; ability to make mechanical repairs on all sign fabrication and erection equipment; ability to operate and make minor repairs to air compressors (portable and stationary); ability to read mechanical drawings; ability to operate pneumatic post driver weighing in excess of 50 pounds; ability to operate a medium duty truck; ability to operate a hydraulic post puller; ability to follow written and oral instructions; ability to get along well with others; ability to work independently and instruct others; good mechanical aptitude; honesty; willingness to be on-call and to work varying shifts and weekends; must be able to physically perform all work related to sign department; physical condition commensurate with the demands of the position.

#### **PROMOTIONAL:**

One (1) year of permanent non-competitive status as a Sign Shop Maintenance Worker in the Niagara County Department of Public Works.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** one of the following:

1. Four (4) years of full-time paid experience designing, making and installing signs in a sign or metal fabrication shop, one (1) year of which shall have involved directing other employees in the work; **OR**
2. Five (5) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication.

#### **SPECIAL REQUIREMENTS:**

Possession of a valid Class B NYS driver license and have 1 year experience operating a heavy single unit truck over 26,000lbs GVWR.