

DEPARTMENT: HIGHWAYS
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 4, 2016

TRAFFIC/SIGN SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Plans, directs, supervises, and participates in the activities and operations of the sign shop in the Highways Division of the Niagara County Department of Public Works. The incumbent is responsible for assigning work to subordinates and instructing them in the procedures and methods of work; assisting and participating in sign fabrication; and inspecting completed work for accuracy, quality and safety. The work involves collaborating with local town highway officials in their road sign operations and assisting with the fabrication of municipal road signs and the indexing of municipal roads for striping. The incumbent evaluates speed zones, road striping index marking and sign fabrication. Work is performed under the general direction of the Highway Operations Supervisor. Wide leeway is allowed for the exercise of independent judgment in completing tasks in accordance with existing laws, policies, and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and directs the personnel and oversees the equipment and facility of the county highway sign shop;
2. Confers with municipal, county, and state highway officials and others, as requested, regarding the use of road signs, their placement, numbers to be used as well as proper sign type;
3. Supervises the sign production and installation and maintains an inventory of signs in the shop as well as an accurate road sign inventory;
4. Evaluates existing sign retro-reflectivity in the field, in compliance with the Federal Manual on Uniform Traffic Control Devices (MUTCD);
5. Sets up and maintains traffic counters in the field;
6. Operates a computerized sign lettering machine and trains and assists other sign shop employees in the proper operation of this machine;
7. Oversees and supervises the work of contractors hired to stripe county roads and assists the county in its sign replacement program;
8. Collaborates with county officials to maintain road striping which involves proper indexing prior to striping and follow-up to insure the proper application of road striping;
9. Acquires fabrication and installation materials for use in the sign shop and maintains records of labor and production;
10. Maintains an inventory of stock signs as well as sign installation locations on highways;
11. Oversees upgrades and/or replacements to sign inventory in accordance with Federal MUTCD with New York State supplement;
12. Monitors and maintains records of repairs made on roadside signs and maintains sign maintenance patrol log;
13. Assists and works with Road Maintenance Supervisors during snow removal activities at the direction of the Highway Operations Supervisor and makes oneself available to be on stand-by for night and weekend work on a call-in basis as well as during normal work hours;
14. Maintains computerized records and prepares reports;
15. Supervises regular highway employees during the snow removal operations as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough Knowledge of the Federal MUTCD (with New York State Supplement); thorough knowledge of tools, techniques, methods and terminology used in sign fabrication shops; good knowledge of the silk screen printing process; skill in the operation of oxygen/acetylene torches, arc welding and air compressors; skill in the operation of a personal computer, related peripherals, and modern software programs at an acceptable rate of speed and accuracy; good knowledge of mechanical drawing; ability to interpret the Federal MUTCD and apply it to the work; ability to read and interpret drawings and prints; supervisory skills; ability to make repairs on sign fabrication and erection equipment and air compressors (portable and stationary); ability to operate a post placement/removal tools weighing in excess of 50 lbs.; ability to operate a medium duty truck over 26000 #GVW ; ability to follow oral and written instructions; ability to work independently and exercise sound judgment; ability to make decisions and instruct others; ability to get along with others; ability to maintain records and prepare reports; good mechanical aptitude; honesty; willingness to be on-call and to work varying shifts and weekends; physical condition commensurate with the demands of the position.

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TRAFFIC/SIGN SUPERVISOR CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Two (2) years of satisfactory permanent non-competitive status as a Senior Sign Shop Maintenance Worker or three (3) years as a Sign Shop Maintenance Worker in the Niagara County Department of Public Works.

OPEN-COMPETITIVE:

Two (2) years of full-time supervisory experience over employees engaged in trades work **and one of the following:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Graphic Arts or Design **and** four (4) years of full-time paid experience in large-scale design, production, and installation of signs in a sign or metal fabrication shop; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Graphic Arts or Design **and** six (6) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication; **OR**

Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid experience in large-scale design, production, and installation of signs in a sign or metal fabrication shop; **OR**

Graduation from high school or possession of an equivalency diploma and eight (8) years of full-time paid experience in a skilled trade such as carpentry, electrical, masonry, plumbing, HVAC, or metal fabrication.

SPECIAL REQUIREMENT:

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.