

Department: Highway
Classification: Competitive
Grade: 14

SPEC DISK G1
DOCUMENT 20

SIGN MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the fabrication or painting of various types of signs as well as the performance of miscellaneous tasks relating to sign construction, installation and maintenance in accordance with State regulations. The work involves laying out, lettering, painting and installing various traffic control signs and highway marking. The work is performed under the general direction of the General Highway Supervisor with leeway permitted for the exercise of independent judgment in carrying out assignments. Supervision is exercised over the work of a small number of Laborers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the laying out, lettering, painting, and installation of traffic and other signs;
Makes routine visual inspections of regulatory, warning, construction and informational signs by driving on county roads and noting condition and checking for damage and vandalism;
Supervises the removal of vegetation and other obstructions which may impair visibility of signs;
Surveys and code marks roads to provide traffic control through the use of painted center lines, passing lanes, stop lines, etc;
Applies or supervises the application of reflective lettering to sign blanks;
Prescribes the location and position of and codes new signs in accordance with State regulations;
Maintains and supervises an inventory of signs through the use of a geographic information system (GIS) provided by the employer;
Maintains an inventory of paint and other materials and requests new supplies as needed;
Assists town and village officials in establishing and marking traffic control devices and road lines;
Uses engineer transit and/or level to make measurements for traffic survey, sign placement and to assist in surveys to establish grade, line, right-of- ways, etc.;
Supervises the baking of signs in electric or gas fired ovens after fabrication;
Makes studies and measurements to determine proper type and location of signs as prescribed by State requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Advanced knowledge of the common practices, tools, and terminology of sign fabrication; advanced knowledge of the sections of the State Traffic Manual pertaining to highway signs and street markings; ability to plan, organize and supervise the work of others; ability to use basic land surveying instruments; ability to deal with the public; ability to follow oral and written instructions; manual dexterity; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Engineering Technology or related field and two years of experience in traffic sign fabrication and maintenance; or

- (b) Graduation from high school or possession of a high school equivalency diploma and four years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

PROMOTION QUALIFICATIONS:

Three years of permanent status as a Construction Equipment Operator or one year as a Public Works Maintenance Supervisor.

SPECIAL QUALIFICATIONS:

Possession of a New York State Class B CDL or higher at time of appointment.

Revised: 1/5/2024