



# Sign Maintenance Worker 2

Job Specification  
Classification: Non-competitive  
Series: Maintenance

## **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for leading and participating in the fabrication, installation, maintenance and repair of municipal street signs, and the laying out and painting of roadway striping and markings. The incumbent performs work related to sign fabrication, repair and street marking. May supervise over the activities of Sign Maintenance Workers, Motor Equipment Operators and other subordinate employees. Work is carried out in accordance with established policies and procedures under the supervision of a higher-level public works employee with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required

## **EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Coordinates, supervises and participates in the layout, fabrication and installation of street/road signs in accordance with the Manual of Uniform Traffic Control Devices as well as the New York State Supplement.
- Operates and oversees the operation of a computerized design machine and plotter for the production of highway signs;
- Coordinates, supervises and participates with the marking out and painting of center stripes, curbs, crosswalk boundaries, directional arrows and guard posts utilizing paint application apparatus;
- Utilizes Asset Management Software to create daily logs/tasks documenting the installation, repair and/or replacement of street/road signs and the marking of highways including labor, equipment and material resources utilized;
- Coordinates the ordering of supplies and materials required for sign maintenance and road striping activities;
- Coordinates and supervises the maintenance of a current inventory of highway signs on a city-wide basis;
- Coordinates the completion of Utility Stakeout request forms and their submission to the appropriate utility companies or one-call center;
- Consults with the Public Works Superintendent, Assistant Superintendent of Public Works and City Engineer on an as needed basis;
- Completes a variety of reports;
- Operates equipment and utilizes tools relative to sign layout, fabrication and installation including straight edges, T-squares, compasses and protractors, drill presses, electric drills, portable band saws, and welding equipment;
- Operates motor equipment related to the work;
- May perform manual labor including pounding sign posts and lifting 5-gallon paint pails.
- Oversees the maintenance of vehicles and equipment used in the production of signs and marking of highways;
- Operates a variety of light to heavy equipment at assigned job sites, which may include: refuse/recycle trucks, excavator, bulldozer, street pavers, roller, dump trucks, concrete mixers, forklifts, loaders, snow removal equipment and/or other related items.
- Participates with winter snow removal operations as require

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Modern practices, tools, terminology and safety precautions associated with sign layout, fabrication and installation;
- The Manual of Uniform Traffic Control Devices as well as the New York State Supplement pertaining to highway signs and street/road markings;

Ability to:

- Read and understand sketches, blueprints and related highway and bridge plans as they pertain to signs and highway markings;
- Plan, organize and supervise the work of others;
- Understand and carry out complex oral and written directions, policies and procedures;
- Prepare accurate cost estimates;
- Prepare and maintain activity, cost and progress reports;
- Demonstrate dependability; initiative; good judgement;
- Understand Work Zone Safety and set up the necessary work zone commensurate with the specific assigned work order.
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in Publics Works maintenance activities, one (1) year of which shall have been involved with municipal sign fabrication and municipal roadway marking.;

**DRIVER’S LICENSE REQUIREMENT:** Must possess valid NYS driver’s license, CDL-B or A, at time of appointment. License requirements must be maintained for continued employment.

**Classification history:**

Revised: 12/20/2022