



Sign Maintenance Worker

Job Specification
Classification: Non-competitive
Series: Maintenance
Level: 4 of 8

DISTINGUISHING FEATURES OF THE CLASS: This is the fourth level of the Maintenance series and is responsible for performing a variety of tasks in the installation and maintenance of road signs or traffic safety devices and for the painting and marking of roads and highways. Normal sign maintenance is performed without direct supervision while instructions for special or modified signage comes from the office of the City Engineer. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Operates post driver, cutting torch and a variety of hand tools to install new or to repair damaged signs or traffic safety devices;
- Operates a paint marking machine in painting pavement symbols and highway center and edge lines;
- Prepares pavement for painting;
- Erects and maintains flex rails, box beams and safety cable;
- Assists in the fabrication of highway signs and traffic control devices;
- Operates sign face design and printing software/hardware in the production of sign faces for mounting on face blanks used in the fabrication of highway signs;
- Maintains equipment used in highway sign program;
- Operates a pick up truck to transport signs and other equipment;
- Prepares job cost sheets for all signage work performed;
- Maintains and periodically inventories all signage material stocked. Will submit material requisitions as required;
- Keeps daily log on all signs worked on, as well as updating the comprehensive City Signage Record Book.
- In winter months, 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, and/or other related items.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Procedures, techniques and materials used in the installation, fabrication and repair of signs and traffic control devices;
- Requirements relating to highway signs contained in the Manual of Uniform Traffic Control Devices;
- Common sign paints and finishes as well as reflective sheeting and pavement marking tape;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Apply paint to signs and pavement;
- Use a computer and related software applications;
- Use proper English, grammar, punctuation, and spelling;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Understanding of Work Zone Safety and ability to set up the necessary work zone commensurate with the specific assigned work order.
- Compile data and information;
- Follow oral and written instructions, policies, and procedures;
- 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 1 year of work experience preferably in the operation of standard Public Works equipment.

Licensing requirements: Must possess valid NYS driver's license, CDL-B or A, at time of appointment.

MINIMUM QUALS FOR PROMOTION:

Six (6) months in the position of Maintenance Worker or Facilities Maintenance Worker with 6 months of experience driving with a CDL-B license.

SPECIAL NECESSARY REQUIREMENT: None required.

Classification history:

Revised: 4/17/2012