

SIGN CREW LEADER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for leading, training and working with a crew in the fabrication, installation and maintenance of highway road signs for the Ulster County Department of Public works. The work is performed to the specifications prescribed by the New York State Manual of Uniform Traffic Control Devices, and in accordance with established policies and standard safety procedures. The incumbent functions under the direct supervision of the Commissioner of Public Works and their designee. Supervision is exercised over the work of a crew of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans the daily working schedule of a sign crew;

Leads and performs tasks related to the fabrication, installation and maintenance of highway road signs;

Reviews and documents the daily performance of a sign crew;

Trains co-workers when they are filling in on the sign truck;

Fabricates Ulster County road signs via a computer, plotter and other sign making tools and materials;

Fabricates signs for various Ulster County departments;

Measures the placement of Ulster County road signs by the New York State Manual of Uniform Traffic Control Devices (NYS MUTCD);

Maintains and replaces all Ulster County road signs that have been destroyed, defaced, faded, missing, etc;

Installs, maintains and removes construction work zone signs;

Sets safe work zone speed limits;

Sets up road closures (barriers, lights and detours);

Documents sign damage from accident reports;

Maintains an inventory of all signs and materials;

Operates a sign truck in all types of weather;

Maintains the sign shop and sign truck.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of sign making equipment and techniques; working knowledge of the New York State Manual of Uniform Traffic Control Devices; ability to operate a manual and computer aided sign application machine; ability to perform routine clerical procedures; ability to understand simple oral and written instructions; manual dexterity; good hand and eye coordination.

MINIMUM QUALIFICATIONS: One (1) year experience as a sign maker involving the hand lettering of signs, of which six (6) months was operating a manual and computer aided sign application machine.

Special Requirement for Positions in Ulster County Department of Public Works:

Candidates for employment in this position must possess a valid New York State Motor Vehicle Class B (CDL) License with required endorsements, if any, at time of appointment.

Ulster County employees promoted to a class in direct line of promotion, which requires a valid New York State Motor Vehicle Class B (CDL) at the time of a promotional appointment must possess such licensure by the end of their probationary period, not longer than six months.

New York State Class B CDL Driver License Vehicle Description: Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. Class B may tow vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 lbs. or less, or may tow a vehicle of more than 10,000 lbs. providing the Gross Combination Weight Rating (GCWR) is not more than 26,000 lbs.

Fuel Truck operation may need other requirements (X endorsement). This is not required unless assigned to the operation of a Fuel Truck.

Special Note: In accordance with Federal Highway Administration (HWA) 49CFR382, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

ULSTER COUNTY
6788 SGN CR LDR
Classification: Proposed NC

Adopted: August 13, 2015
Revised: September 10, 2018

DPW Grade: 7
Union: CSEA