

SIGN MAKER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for the fabrication and installation of highway road signs and the operation of a sign application machine as well as maintaining the Ulster County Department of Public Works Sign Shop. The work is performed to the specifications prescribed by the New York State Manual of Uniform Traffic Control Devices. The incumbent functions under the direct supervision of the Commissioner of Public Works. Supervision may be exercised over the work of one or more subordinate employees. 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.

Lays out route, directional, warning and traffic signs using prefabricated scotchlite signs and letters on aluminum panels;

Operates a sign applying machine;

Installs and removes highway signs;

Maintains a log of installed County signs;

Lay's out and hand letters less common road signs;

Maintains an inventory of sign materials on hand;

Cleans sign equipment and related tools;

Applies decals and paints numbers onto County Highway Department equipment;

Sets out and retrieves traffic counters at the direction of the Commissioner of Public Works;

Maintains the County Sign Shop.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of sign making equipment and techniques; familiarity with the New York State Manual of Uniform Traffic Control Devices; ability to perform routine clerical procedures; ability to understand simple oral and written instructions; manual dexterity; good hand and eye coordination; good physical condition.

MINIMUM QUALIFICATIONS: Six (6) months of experience **involving** the hand lettering of signs.

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
6800 SIGN MAKER
Classification: Non-Competitive
Grade: 5

Revised: December 4, 2012