

SIGN INSTALLATION FOREMAN

Code No.: 3-14-161

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the maintenance and installation of traffic signs throughout the City and County, and for the safe and efficient operation of fleet and other departmental equipment. The work is performed under general supervision of a senior level engineer. Direct supervision is exercised over installation and maintenance crews. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises shop and field crews in the installation, replacement and maintenance of traffic signs throughout the county;

Plans, schedules and coordinates work activities of field crews;

Supervises and participates in operation of special equipment for the installation of signs;

Interprets specifications set forth in the Uniform Manual of Traffic Control Devices for compliance with approved sign installation techniques;

Requests repair work for the maintenance of fleet and equipment;

Interprets work orders, diagrams and scale drawings;

Coordinates utility stakeouts for installation of signs;

Maintains simple records and prepares simple reports relative to the operation of the division;

Requisitions materials and related equipment and maintains an inventory of supplies and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation of sign installation and equipment; good knowledge of material used in preparation and maintenance of signs; ability to effectively supervise work crews and other field personnel; ability to

understand and interpret written, oral and diagrammic instructions; ability to read and interpret layouts and to supervise layout design; ability to maintain and prepare simple records and reports; good motor eye coordination; initiative; resourcefulness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus four (4) years of paid full-time or its part-time equivalent experience in the maintenance, installation and repair of signs and sign structures.

SPECIAL REQUIREMENT: Possession of a current New York State Class *5* Operator's license.

FORMERLY: Sign Maintenance Foreman

REVISED: April 16, 1987