

Summary of Duties: Supervises a group of journey-level sign painters and helpers engaged in manufacturing a variety of nonelectric traffic control and other signs; and does related work.

Distinguishing Features: A Sign Shop Supervisor is responsible for the efficient operation of the Traffic Sign Shop, which manufactures nonelectric traffic signs for use in the City. An employee of this class must be knowledgeable about sign painting in order to provide technical direction to subordinates. Instructions are received in the form of plans, specifications, and written and verbal orders. Evaluations are based on the production of traffic signs of the proper quality and quantity which conform with legal requirements.

Examples of Duties: Supervises the activities of the City's Traffic Sign Shop; lays out, coordinates, and reviews the sign manufacturing work of the Shop; prepares reports of material and labor costs, and sign production records; checks cost records and makes recommendations for economy in sign manufacturing; makes recommendations for production procedures to produce new types of nonelectric signs; inspects completed signs for quality of work and conformance to plans; prepares written specifications for sign manufacturing materials and equipment; fulfills supervisory responsibilities as set forth in the City's Affirmative Action Plan; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of painting and sign painting processes, techniques, tools, and materials as used in the Traffic Sign Shop; a good knowledge of the materials, methods and equipment used in the manufacture and repair of nonelectric traffic control signs; a good knowledge of the laws and regulations governing the sizes and colors of traffic signs; a good knowledge of safety principles and practices; a working knowledge of the principles of supervision; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to technically direct the preparation of various types of traffic signs by hand painting and lettering and by the use of sign shop equipment; the ability to determine personnel, equipment, and material requirements for the manufacture of traffic signs; the ability to supervise a group of employees engaged in manufacturing and repairing traffic signs; the ability to prepare progress and cost reports; the ability to deal tactfully and effectively with other employees; and the ability to communicate effectively both orally and in writing.

Two years of experience as a journey-level sign painter is required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in using painting and sign painting equipment materials; good speaking and hearing ability; and good eyesight.

Persons with various medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.