

## MAINTENANCE MECHANIC I (SIGNMAKER)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs apprentice level sign making, silk screening, computer generated sign design, and work associated with the production of signs. The incumbent works in situations which provide training to develop skills and knowledge. The incumbent works independently on less complex and routine projects and under supervision on the more difficult jobs. As the employee's skill and knowledge increase, the employee receives less direction until at full performance level. Advancement depends on the assignment and performance of higher level duties on a regular basis and on position availability. In general, jobs involve learning such trade practices and skills as: the proper use of tools and equipment of the trade; how to read blueprints, sketches and technical manuals to understand the functions of the parts or systems, to plan and lay out work, to perform work; how to make adjustments and calibrations. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Constructs signs from a variety of materials;

Utilizes computer based sign printing equipment to lay out and produce signs;

Cuts stencils and utilizes silk screens for the production of signs;

Plans and lays out and free hand letters signs, vehicles, button reflectors, using Gothic, Roman, standard lettering, etc.;

Maintains and repairs old signs;

Mixes paints, lacquers, oils and enamels;

Maintains, repairs and cleans tools, equipment and shop;

Maintains work area in a clean, orderly and safe condition;

Uses tools and equipment such as electric shears, band saw, jig saw, circular saw, planer-joiner, bending machine drill press, hand drill, power grindstone, miter box, electric sander, punch press, belt sander and spraying machine, vacuum applicator, sign computer, die press, ultraviolet table, silk screen vacuum table;

Assists in the operation of the sign shop while learning all aspects of the trade;

Orders materials and supplies and keeps inventory records of same;

Maintains records of work completed for required reports;

Assists in securing information for budget formulation;

Maintains work area in a clean, orderly and safe condition;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required;

Depending on work location, may operate equipment and devices, participate in grounds maintenance and snow removal, etc., as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of a variety of tools, procedures and techniques relating to the trade; familiarity with the safety precautions of the trade; ability to understand and follow simple oral and written instructions; ability to get along well with others; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) three years experience in sign maintenance or mechanical work; or (b) completion of an appropriate two year technical school course\*; or (c) a satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT: (1) Possession of a valid New York State driver's license. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.