

SENIOR MAINTENANCE MECHANIC III (SIGNMAKER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position supervises a staff, including at least one journeyman, in performing maintenance and repair. The incumbent is responsible for planning and implementing a sign fabrication program. The incumbent plans and lays out work, estimates materials, costs and staffing requirements. Work is performed with considerable independence in accordance with departmental goals, procedures and trade standards. More complex jobs may require detailed instructions, blueprints or sketches from an engineer or technician. The incumbent is fully proficient in the skills and practice of the trade, with full knowledge of the principles, tools and techniques. The difference between this foreman level position and that of the journeyman, is that the foreman supervises at least one journeyman sign maker and may supervise a number of other lower level full time, seasonal and temporary personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules work to be done, assigns personnel to jobs and inspects work for proper completion and quality;

Supervises, and constructs wooden signs and cuts metal sign blanks;

Supervises and plans, lays out and free-hand letters County signs;

Supervises and plans, lays out and letters vehicles and equipment;

Supervises and plans, lays out, and fabricates reflective sheeting signs;

Supervises and uses the silk screen process for sign making;

Supervises and participates in the use of sign computer for all types of sign fabrication;

Supervises and participates in the maintenance and repair of old signs;

Supervises and participates in the cutting of letters for the mass production of signs;

Mixes paints, lacquers, oils, enamels, and inks;

Supervises and participates in the maintenance, repair and cleaning of tools, equipment and the shop;

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, spraying machine, power shear, engraving equipment;

Keeps record of jobs completed, supplies used and makes reports as required;

Requisitions supplies and equipment and maintains inventory records.

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology associated with the sign making trade; thorough knowledge of the accident and safety precautions of the trade; ability to lay out a sign making job in a most economical and satisfactory manner specifying the amounts and types of materials to be used; ability to give effective supervision to lower level personnel; ability to follow written and oral instructions; ability to construct, letter and make signs with a high degree of skill using the various specialized sign making techniques; ability to supervise the repair of tools and equipment used, resourcefulness and imagination in meeting new and unusual sign making problems; initiative in carrying out sign making work and in seeking improved work methods; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and eight years of increasingly responsible sign fabrication experience, four of which must have been in a wide variety of sign fabrication work without close supervision and two of which must have involved the lay out of work; or (b) two years experience as a journeyman subsequent to the completion of a four year apprenticeship program under a journeyman.

NOTE: Apprenticeship training or training gained by the completion of technical courses in the field at a school or institute or branch of the Armed Services may be substituted for the above training and experience on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SPECIAL REQUIREMENT: 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.