

# **SIGN MECHANIC Tompkins County**

**Classification:** Non-competitive

**Labor Grade:** 9

**Approved:** 12/4/81

**Revised:** 10/82; 12/93; CA0-19-95; 4/95; 9/00; 02/01; 04/2020; 3/2023

**By:** HB, Deputy Commissioner of Human Resources

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENTS:**

1. The applicant must possess a valid New York State Commercial Driver's License, Class A or B, at the time of application and maintain such license for the duration of employment.
2. There can be no Air Brakes restriction listed at the time of application.
3. Candidate may be required to demonstrate the ability to safely and effectively operate a heavy truck which utilizes a manual transmission.
4. Must possess a Tank endorsement (N) within 90 days of appointment.
5. Must maintain the CDL and appropriate endorsements for the duration of employment. Failure to maintain the required license may result in termination of the employment.

*Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.*

**DISTINGUISHING FEATURES OF THE CLASS:**

This is work primarily involving responsibility for the preparation, installation, maintenance and repair of highway signs and maintenance of the equipment used in sign preparation and; maintenance of county road striping program. The work also involves the construction and painting of barricades and a variety of other sign related activities. The work is performed under the general supervision of the Highway Director, with leeway for planning the details of each assignment, and may involve supervision over laborers or equipment operators at job site. Operates a truck in connection with the removal of snow and refuse, and the transportation of stone, gravel, and supplies. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Maintains all county road signs in a capacity regulated by the Manual of Uniform Traffic Control Devices, (MUTCD)

Prepares metal blanks for the application of sign facings, positions pre-printed sign facings on blanks

Operates all sign making production equipment including plotter cut machine,

Operates retro reflectometer,

Drives posts for signs at locations determined by the Manual of Uniform Traffic Control Devices or the Senior Civil Engineer;

Mounts signs on driven posts, structures and power or telephone poles as directed;

Maintains sign survey book by recording all sign installation, removals or changes;

Keeps running inventory of sign facings, metal blanks and other materials;

Checks condition and visibility of signs and repairs or replaces signs or cuts back trees and brush as needed;

Responds to calls to repair or replace damaged or stolen signs on a twenty-four hour basis;

Builds and paints barricades;

Drives trucks or other equipment to assist in a variety of department activities as required;

Performs a variety of semi-skilled or unskilled tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of sign making equipment;

Working knowledge of the use of the Manual of Uniform Traffic Control Devices;

Skill at operation of sign making equipment, including drill press, air compressor and heat lamp applicator;

Ability to read and interpret Manual of Uniform Traffic Control Devices;

Ability to understand and carry out written and oral instructions;

Ability to plan and layout work for self and others;

Ability to work independently;

Ability to layout sign faces evenly and proportionately;

Ability to perform work requiring physical effort such as lifting signs;

Good eye/hand coordination;

Good sense of proportion and balance;

Manual dexterity;

Willingness to work outside under adverse weather conditions;

Willingness to respond to calls on a twenty-four hour basis;

Willingness to respond to emergencies and perform overtime work;

Physical condition commensurate with the demands of the position.

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