

SIGN MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Public Works or designee, performs duties pertaining to the construction, erection, and maintenance of traffic control signs and devices. May be called upon to coordinate departmental safety programs. Considerable leeway is allowed for the exercise of independent judgment in the performance of these duties which are carried out in conformity with applicable State and Federal laws and regulations. Supervision is not generally a responsibility of the title but the incumbent may oversee the work of those employees assigned to install signs. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in all phases of the construction, erection, and maintenance of traffic control signs;
Supervises and participates in the keeping of records pertaining to sign installation, and to materials necessary for the fabrication and maintenance of such devices;
Advises appropriate officials on proper construction and placement of traffic control devices, upon request;
Documents road conditions and signage at accident sights;
Constructs signs from a variety of materials;
Utilizes computer based sign printing equipment to lay out and produce signs;
Performs routine inspections of traffic control devices and signs.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of the NYS and federal laws and regulations pertaining to the construction and installation of traffic control signs; good knowledge of the practices, tools, materials, and equipment used in the construction and installation of signs; working knowledge of safety and training resources; ability to plan and supervise the work of others; ability to work from plans and specifications; ability to understand and follow relatively complex written and oral instructions; manual dexterity. General knowledge of computer programs, i.e. Word, Excel and QuickBooks. Working knowledge of design programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

- A. Two (2) years of full-time, paid experience in the construction, maintenance and erection of signs;

OR:

- B. Any equivalent combination of training and experience indicating the ability to perform the duties of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession and maintenance of an appropriate valid New York State Driver's License.

Non-Competitive Class

Adopted 12/9/80

Revised 4/9/99

Revised 3/28/18

Revised 5/12/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.