

3215

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

05/02/05

Revised

CLASSIFICATION SPECIFICATION

TITLE: SENIOR SIGN TECHNICIAN

DEFINITION

Under general supervision, to perform skilled and lead supervisory work in the fabrication and repair of a variety of signs and other markings used in traffic regulation and in street and vehicle identification; to perform a full range of technical work in designing graphic displays and art work; and to do related work as required. All positions assigned to this class require the ability to work independently, exercising judgement and initiative.

REPORTS TO: Street Maintenance Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Street Maintenance Supervisor. Exercises general supervision over Sign Technicians and other street maintenance personnel as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Oversee and participate in the fabrication of a variety of signs and other markings used in traffic regulation in accordance with State, Federal and local regulations.
- Oversee and participate in screen printings of signs, decals, licenses, badges and other markings; process positives utilizing camera and platemaker; develop and adhere silk screens to frames
- Oversee and participate in engraving plastic and metal signs utilizing computer engravers; create name tags, badges, plaques and assorted engraved markings.
- Design and create presentation plaques, City exhibits and displays using plastics, wood, paint, metal and other fabrics; use a variety of carpentry tools and equipment and appropriate finishing techniques.
- Design and create posters, show cards, displays and camera ready artwork utilizing graphic art techniques, manual and computer equipment and use of a variety of acrylic and enamel paints and markers.
- Maintain necessary records and prepare reports including time cards, logs and work orders.
- Operate and maintain various tools and equipment required in a sign shop operation.
- Utilize computers, graphic arts software, plotters and routers to design and produce signs, banners, posters, decals and displays.
- Oversee and maintain inventory of Street Division work uniforms.
- Maintain lighted street barricades and traffic control devices for stand-by personnel.
- Report hazardous conditions.
- Review and process work orders.
- Participate in special City events as required.
- Respond to public inquires.

- Respond to emergencies as directed by Public Safety.
- Maintain an inventory of frequently used signs and order supplies and materials used in the work as assigned.
- Supervise and train subordinates workers; assign and review completed work.
- Assist in storm control and other street maintenance activities as required.
- Serve as Acting Street Maintenance Supervisor as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, equipment and techniques used in sign preparation and finishing.
- Basic graphics including design principles, layout and lettering techniques, and copy preparation.
- Occupational hazards and standard safety precautions necessary in performance of work.
- Principles and practices of supervision, training and performance evaluation.
- Basic principles, practices and methods of handling or responding to hazardous spills.
- Safe work practices.
- Safe driving principles and practices.

Ability to:

- Understand and carry out oral and written instructions.
- Plan and design graphic art pieces that will communicate an idea or theme.
- Set up, operate and maintain sign shop equipment and supplies.
- Prepare signs in accordance with federal, state and local regulations.
- Maintain records and prepare reports as required.
- Letter, draw, draft and prepare materials for reproduction.
- Supervise and train subordinates.
- Operate a forklift.
- Work with various chemicals and/or materials.
- Work with other departments as required.
- Assist with traffic control.
- Rotate within other work groups.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Three years' of experience in the preparation of a variety of signs and other markings. Prior experience in drafting or commercial arts is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid Class "C" California motor vehicle operator's license.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Sign Technician

TO: Street Maintenance Supervisor