

## SIGN SHOP SUPERVISOR

Job Code	Pay Grade
13640	CL17

### Nature of Work

This is administrative and technical work supervising a major section in public works construction, sign fabrication/installation, pavement striping/markings, and major drainage system maintenance and repair. Employees in this class are responsible for planning, directing and supervising the work of subordinate traffic technician personnel engaged in activities such as: building and upgrading traffic intersections, coordinating personnel, mobile equipment and material in the area of assignment. Employee is responsible for work scheduling and ensuring that all field assignments are satisfactorily completed according to the Manual on Uniform Traffic Control Devices and prescribed by traffic engineering standards. Duties are highly independent in nature and require considerable public contact and coordination with other governmental entities.

### Minimum Qualification Requirements

- 5 years of technical experience in specialized areas encompassing major roadway signage/traffic control for a jurisdiction, public works construction, maintenance and repair of traffic sign manufacturing/installation and pavement striping/markings that includes 1 year of supervision; or
- Associate's Degree or completion of a 2 year vocational or technical program with related training and 3 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of an IMSA, Level I Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes and directs the work of a large number of technical and skilled employees engaged in county wide public works construction, maintenance, sign fabrication/installation and road striping/pavement marking.
- Assists with reviewing and correcting proposed project blueprint designs.
- Establishes and maintains administrative and office procedures; assists in the preparation of annual section budgets.
- Coordinates activities with other agencies, departments and divisions to ensure that proper support activities and joint projects are accomplished.
- Makes personal contact with the general public and concerned citizens within area of operation to resolve complaints or provide information.
- Ensures that adequate equipment and materials are available for project completion, monitors progress of multiple projects, and checks safety practices and procedures.
- Studies existing practices, procedures, and time and cost records to formulate improved work methods within assigned section.
- Makes field inspections prior to construction and maintenance activities to ascertain working conditions, determine permitting requirements, evaluate equipment and material needs and plan future projects.
- Schedules heavy construction equipment and operators for projects and coordinates the licensing and certification of automotive equipment operators.

## **SIGN SHOP SUPERVISOR (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>13640</b>	<b>CL17</b>

### **Illustrative Tasks (continued)**

- Submits requisitions for equipment and materials, and controls the storage and issuance of major inventory items.
- Audits safety performance and compliance, taking appropriate actions to correct hazards or unsafe work practices.
- Responds to emergency calls and situations as needed or directed.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of traffic engineering or public works construction practices, procedures and techniques as applied to specialized area of assignment.
- Knowledge of types, uses and operating characteristics of a wide variety of specialized public works equipment.
- Knowledge of facility, inventory, machinery and public works equipment maintenance.
- Skill in using basic math to prepare estimates and simple budgets.
- Ability to apply computer applications and software.
- Ability to interpret drawings and blueprints, prepare work specifications and estimate material needs.
- Ability to plan, assign, motivate, train and supervise a large number of specialized crew employees.
- Ability to make proper field decisions and adjustments to preplanned work in order to complete projects within time and cost constraints.
- Ability to establish and maintain effective working relationships with governmental agencies, county departments, subordinates and the general public.
- Ability to understand engineering design and construction plans and prepare reports on the status of assigned projects.

For official use only

Revised	EEOC Code	Overtime Code
5/08	Officials & Managers	Classified/Excluded