



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SIGN FABRICATOR	27	G	9.490

SERIES CONCEPT

Under general supervision of the Sign Production Supervisor, fabricate sign blanks from aluminum sheets to be used in the manufacture of signs for the Department of Transportation on a statewide basis; cover sign blanks with reflective and/or non-reflective sheeting; and maintain records of materials.

Produce sign blanks of appropriate sizes and shapes to be used in the production of highway signs by reviewing work orders and ensuring dimensions conform to federal and State standards for highway signs.

Plan and lay out projects; cut aluminum sheets to desired size using metal shear machines; cut corners with a cornering machine; smooth edges of the metal using a file and deburring tools; engrave date on the sign blank; mark mounting holes; and punch holes using hole punching machine.

Apply pressure sensitive sheeting to aluminum blanks with an electric or hand crank squeeze roll applicator; set up machine with proper tension and speed; overlay aluminum blanks with pressure sensitive sheeting and put signs through the applicator; separate and trim excess material.

Ensure adequate stock is available by maintaining records of the number and type of sign blanks and aluminum sheets that are in stock; maintain records of other materials used in sign production including aluminum sheets, blanks, reflective sheeting, and sign hardware; complete stock requisitions for additional supplies; and advise shop supervisor when the stock of completed signs needs to be replenished.

Maintain work area and equipment to ensure it is in clean and safe working order; perform routine repairs and maintenance on sign shop equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree in machine tool, metal fabrication, or metal milling; **OR** graduation from high school or equivalent education and one year of experience in sheet metal fabrication, sign production, or a related field which included layout work and operating metal shear machinery and cornering machines; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials, tools and equipment used in sign fabrication. **General knowledge of:** types and characteristics of various metals. **Ability to:** prepare inventory reports and stock requisitions; read and understand work orders, manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment; take measurements and make mathematical calculations necessary to lay out projects. **Skill in:** safely operating, maintaining, and repairing equipment used in the fabrication of sign blanks.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State requirements regarding uniform traffic control devices and standard highway signs; agency and division rules, policies, and procedures regarding sign production, shop operations and safety. **General knowledge of:** sign writing and silk screening methods and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.490

ESTABLISHED: 1/1/61
REVISED: 6/1/63
REVISED: 7/1/91P
11/29/90PC
REVISED: 3/19/04PC
REVISED: 9/07/18PC