



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 PRODUCTION SUPERVISOR	34	G	9.737

Under general supervision, plan, direct and coordinate sign production shop activities in order to produce highway signs for the Department of Transportation on a statewide basis.

Direct and schedule the production of signs; receive requisitions for signs from highway district personnel; ensure requests comply with federal and State standards; refer non-standard sign requests to the District Engineer for approval; consult with departmental staff regarding requests for specialized signs; write work orders and estimate cost and delivery time; assign work to sign shop staff; review the accuracy of material and labor charges for billings.

Estimate quantities of supplies based on anticipated production levels; verify that materials comply with quality standards; complete requisitions and forward to storekeepers; maintain material safety data sheets; order supplies for sign production. Ensure hazardous materials are labeled, stored and disposed of properly; ensure the shop is maintained in a clean and orderly condition.

Review inventory records of standard signs and sign blanks and maintain an appropriate level of stock to meet production requirements; ensure sign shop equipment is properly repaired and maintained.

Meet with Highway Maintenance Supervisors to discuss problems with fabrication and failure of sign materials; ensure sign products meet the needs of the districts; and remain current on new materials, equipment, and procedures through meetings with product representatives and suppliers.

Compile information such as production levels, workload indicators, cost comparisons of in-house sign production versus outside manufacturing, and requirements for personnel, training, materials and equipment; and report information to the Equipment Operations Manager for use in budget preparation and long-range planning activities.

Supervise sign production shop personnel including hiring and training employees, assigning and reviewing work, providing counseling and guidance, and evaluating performance.

Perform the duties of the Sign Fabricator, Sign Writer, and Silk Screen Printer when necessary to meet production deadlines.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school, vocational school or equivalent education and four years of journey level experience in sign production which included performing various aspects of sign fabrication, silk screen printing, and/or sign writing; **OR** an equivalent combination of education and experience.

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: the methods, materials, tools and equipment used in sign fabrication, sign writing, and silk screen printing. **Ability to:** read and understand work orders and manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment; train staff in new methods and procedures; read and understand drawing and layout designs; make mathematical calculations necessary for layouts and stock control; set shop priorities which accurately reflect the relative importance of work orders; work independently and follow through on assignments with minimal direction; operate computers and peripheral equipment to gather, store, record and retrieve information. **Skill in:** sign production shop operations to include design, layout, pattern making, hand lettering, painting, preparation and framing of silk screens, silk screen printing, and sign fabrication; safely operating, maintaining, and repairing the equipment and tools used in sign shop operations.

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

Working knowledge of: agency and division rules, policies, and procedures regarding sign production shop operations and safety; State administrative regulations, policies, and procedures regarding personnel and purchasing; highway sign standards and uniform traffic control devices; the principles and practices of training and supervision. **Ability to:** establish long and short term goals for the sign shop; delegate assignments and train, motivate, and supervise staff; gather, compile, and analyze information required to project and justify budget and personnel requirements.

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.

9.737

ESTABLISHED: 7/6/91P
REVISED: 11/29/90PC
REVISED: 3/19/04PC