



**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>
<b>SIGN WRITER</b>	<b>31</b>	<b>G</b>	<b>9.741</b>

**SERIES CONCEPT**

Under general supervision, Sign Writers lay out and produce specialized highway signs for the Department of Transportation on a statewide basis using measuring and drawing instruments, hand tools, and brushes.

Review work orders to ensure requests for specialized signs such as destination signs, warning signs, and construction signs comply with federal and State standards; plan layout of signs using designs drafted by the Traffic Design Division or sketches from a Highway Maintenance Manager as a guide; calculate the size and spacing required for the letters, numbers, and designs on the signs.

Prepare patterns for specialized designs in preparation for transferring design to the sign blank; use an episcope to trace symbols such as recreational and cultural area symbols at the size required to fit signs onto stencil papers; cut patterns out of stencil paper, and use patterns to cut designs from reflective sheeting material.

Draw designs on paper and use pounce wheel to create patterns; beat pounce pads against stencil to transfer pounce pattern to stencil paper or a sign blank; either cut design from reflective sheeting or hand paint design and file patterns for future use.

Prepare letters, numbers, corner radii and borders required for signs by using a die stamp and die to stamp out required parts from reflective sheeting or hand cut required parts from reflective sheeting with an X-acto knife.

Maintain work area and equipment in a clean and safe condition; affix letters, numbers, and designs by pressing them on sign blanks following the layout and making adjustments to ensure that signs appear visually correct; hand paint symbols on sign blanks as necessary.

Provide work direction to sign production shop personnel including training, work assignment, and work review as requested.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Three years of experience supervised by a skilled sign writer (such as an apprenticeship program) in sign writing or a related field which included layout work, sketching designs, pattern making, stencil cutting, lettering, and painting symbols and designs; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Working knowledge of:** methods, materials, tools and equipment used in sign writing. **General knowledge of:** sign fabrication and silk screening methods and procedures. **Ability to:** prepare work orders, requisition supplies, and letter signs; read and understand work orders, manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment; operate computers and peripheral equipment to gather, store, record and retrieve information and make layouts for signs along with the aid of a

**MINIMUM QUALIFICATIONS (cont'd)****ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

plotter; take measurements and make mathematical calculations necessary to lay out projects. **Skill in:** sketching designs and symbols and pattern making; preparing layouts and hand lettering; safely operating, maintaining, and repairing the equipment and tools used in sign writing.

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

**Working knowledge of:** sign fabrication and silk screening methods and procedures; federal and State requirements regarding uniform traffic control devices, standard letters and standard highway signs; agency and division rules, policies and procedures regarding sign production shop operations and safety. **Ability to:** train staff and assign and review work. **Skill in:** hand lettering on materials other than metal; silk screen-printing and sign fabrication.

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.

9.741

ESTABLISHED: 7/1/91P  
REVISED: 11/29/90PC  
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