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| <b>Position Code: 4610</b> | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Code: 3</b>         | <b>EEO Category: 7</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise others and perform complex work in preparing street marking and other types of signs. The class is responsible for supervision and oversight of design, manufacture, installation, repair, materials management, reports preparation, and other actions related to sign fabrication. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

| <b>TYPICAL TASKS</b>  |  |
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| <ul style="list-style-type: none"> <li>Supervises others including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.</li> <li>Interprets work orders or other specifications; oversees or performs the design and lay out of signs or markings in accordance with federal, state, or local laws and requirements.</li> <li>Oversees or performs the preparation of signs in accordance with designs and requirements.</li> <li>Oversees or performs installation of signs or markings or inspects installations to ensure conformance with laws, rules, or other requirements; takes emergency actions related to signs or markings as required.</li> <li>Oversees or performs maintenance of materials and equipment and issuance of supplies and equipment; orders replenishment as required.</li> <li>Performs routine office and shop tasks, such as typing, filing, faxing, phoning, copying, preparing logs or reports, and general clean up.</li> <li>Performs other related duties as assigned.</li> </ul> |  |

| <b>GENERAL STANDARDS</b>                |   |
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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.  |
| <b>Interpersonal/People Involvement</b> | Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.  |
| <b>Reasoning Requirements</b>           | Performs skilled work involving rules/systems but solves problems almost constantly.  |
| <b>Mathematical Requirements</b>        | Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences and areas; computes ratios, rates, and percents.  |
| <b>Language Requirements</b>            | Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.  |
| <b>Mental Requirements</b>              | Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure. |
| <b>Decisions/Supervisory Control</b>    | Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.  |

| <b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b> |   |
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| <b>Vocational/Educational Requirement</b>             | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in drafting, computer graphics, or closely related fields. |
| <b>Experience</b>                                     | In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.  |
| <b>Special Certifications and Licenses</b>            | Requires a valid driver's license with a driving record in compliance with the City's Driving Standards. Special skills or equipment certification may be required.   |

City of Chesapeake

Class Title: Sign Fabricator II

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*