

<b>Position Code: 4605</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 prepare street marking and other types of signs. The class is responsible for design, manufacture, installation, repair, materials, reports, 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>	
<ul style="list-style-type: none"> <li>• Interprets work orders or other specifications; designs and lays out signs or markings in accordance with federal, state, or local laws and requirements.</li> <li>• Prepares signs in accordance with designs and requirements.</li> <li>• Installs signs or markings or inspects installations to ensure conformance with laws, rules, or other requirements.</li> <li>• Maintains inventory of materials and equipment; issues supplies and equipment and 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>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Speaks or signals to people to convey or exchange information.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<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 prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<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 six months 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.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>	
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.	

City of Chesapeake

Class Title: Sign Fabricator I

*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.*