

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39453</b>
<b>Job Class Code:</b>	<b>570</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>S1</b>
<b>Workers Comp Code:</b>	<b>5506</b>		

<b>Job Code Established:</b>	<b>01/11/86</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/24/07</b>	<b>Effective Date:</b>	<b>01/24/07</b>

**JOB CODE SERIES:** Highway Sign Fabricator Series

**JOB CODE TITLE:** HIGHWAY SIGN FABRICATOR I

**HRIS TITLE:** HWY SIGN FABRICATOR I

**WORK DESCRIPTION:** Performs semi-skilled work assisting skilled sign fabricators in silk screening, scotch lighting, metal, plastic and wood fabricating and painting processes involved in manufacturing highway road signs; cuts, sands and paints metal, plastic and wood products as prescribed and per instructions; operates motorized and powered/non-powered equipment and tools.

**WORK ACTIVITIES:** measures, cuts and forms work and metal highway sign blanks; sands and applies sealers, primers and paint. Fits and installs premeasured sheeting to wood and metal sign blanks; trims excess material. Assists in layout of letters, numbers and other symbols and borders to specifications. Mixes paints and thinners in preparation for routine application of surface background colors to sign blanks; applies paint, using spray gun; notes and makes necessary adjustments to spray patterns to comply with specifications. Assembles traffic signs for stock or shipment to field; draws and cuts letters and numbers from reflective/non-reflective materials; lays out and installs per specifications; cuts metal supports, drills holes and attaches. Assists with silk screening; prepares various colors of paint prescribed; cuts image or message, applies paint to screen surface and operates squeegee to create sign detail. Performs standardized lubrication, inspection and preventive maintenance, including minor repairs, to equipment and tools; recommends scheduling for major repair or replacement. Operates a front-end loader or fork lift to load or unload materials and supplies for work projects; stores and secures per prescribed practices and procedures. Loads and drives truck or dump truck to haul debris to disposal site. Retrieves stock from warehouse to fill requests from users; arranges in holding area and notifies user of availability for pick up. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to journeyman worker level in the work system. Performs related work as required.

**WORK CONDITIONS:** Work environment has toxic and flammable conditions from paints, thinners, glues, etc.

**SUPERVISION:** Works under close lead or supervision; work is closely monitored and verified for compliance with exacting standards and specifications; may perform more advanced duties in a training capacity.

**WORK RESULTS/PRODUCTS:** Completed work and training assignments; work specifications and safety regulations and practices complied with.

**RESPONSIBILITY:** For satisfactorily completing work assignments in a safe, timely, efficient and economical manner; complying with all safety practices in use of equipment and tools; performing all tasks as prescribed and instructed.

**AUTHORITY:** To inspect materials/supplies to detect imperfections and recommend use or rejection; recommend improvements in work processes.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Federal, State and agency laws, rules, regulations, policies and procedures governing work activities and safety practices; Knowledge of practices and procedures of operation and preventive maintenance of motorized vehicles and powered/non-powered equipment and tools; Knowledge of practices and procedures pertaining to paints, thinners, glues, plastic, wood and metal products and supplies used in fabrication processes; Knowledge of practices and procedures established for the work section.

**Skill/Ability to:** applying Federal, State and agency laws, rules, regulations, policies and procedures governing work activities and safety practices; operating and maintaining powered/non-powered equipment and tools; using paints, thinners, glues, plastic, wood and metal products and supplies in fabrication processes; applying practices and procedures established for the work section; oral and written communication; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** A class 4 Chauffeur's license is required.